DOCUMENT RESUME

ED 121 144 HE 007 547

TITLE Faculty Handbook. North Texas State University.
INSTITUTION North Texas State Univ., Denton.
PUB DATE Aug 75
NOTE 86p.

EDRS PRICE MF-$0.83 HC-$4.67 Plus Postage
DESCRIPTORS Academi. Standards; *Administrative Policy; Ancillary Services; College Environment; *College Faculty; Faculty Organizations; Faculty Promotion; Governance; Grievance Procedures; *Higher Education; Job Tenure; *Personnel Policy; Salaries; *State Universities
IDENTIFIERS *Faculty Handbooks; North Texas State University

ABSTRACT

The North Texas State University faculty handbook details the university governance within the state higher education system; faculty and university policies including appointments, employment conditions, evaluation and promotions, salaries and benefits, and available services. The relationship between the faculty and students is also outlined. (JMF)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Repr duction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED121144

Faculty Handbook

BEST COPY AVAILABLE

North Texas State University

HE 007 597

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

Foreword

This handbook represents a joint effort on the part of the Office of Academic Affairs and an *ad hoc* committee of the Faculty Senate to be of assistance to both new staff members and those of long standing by outlining for their convenience information pertaining to the organization, policies, procedures, and traditions of North Texas State University. It is presumed that the loose-leaf format will facilitate annual revision of the handbook so that it can remain a useful guidebook for all faculty members. August 1975.

Contents

University Governance

1 HISTORY AND GROWTH OF INSTITUTION
2 STATEMENT OF PURPOSE
2 STATE HIGHER EDUCATION SYSTEM
2 ORGANIZATION OF THE UNIVERSITY AND ORGANIZATION CHARTS
5 BOARD OF REGENTS
5 FACULTY SENATE
6 COMMITTEES
6 CONSORTIA
6 BULLETINS
7 CALENDAR
7 COMMENCEMENT
7 GENERAL FACULTY MEETINGS AND CONVOCATIONS

The Faculty and The University

8 APPOINTMENT TO THE FACULTY
8 Procedures for Appointment
8 Ranks
8 Graduate Faculty
9 Emeritus Status
9 Contracts
9 Nepotism Policy
10 Equal Opportunity Policy
10 Dismissal Policy
10 CONDITIONS OF EMPLOYMENT
10 Academic Freedom
10 Open Records
10 Speaker's Policy
11 Political Activities and Political Meetings
11 Outside Employment
11 Faculty Absences
12 Classes Away from Denton
12 EVALUATION AND ADVANCEMENT
12 Evaluation Procedures
12 Faculty Update Sheet
12 PIO (Public Information Office) Form

12 Promotion and Tenure
12 Grievances and Appeals
13 REMUNERATION
13 Salary Policy
13 Pay Plan
13 Additional Compensation and Salary Limits
14 Vacation Policy
14 Sick, Maternity, Emergency, and Military Leaves
15 Death Benefits
15 PERSONNEL BENEFITS
16 PROFESSIONAL GROWTH AND DEVELOPMENT
16 Educational Leave and Leaves of Absence
16 Development Leave
17 Faculty Research Grants
17 Office of Research and Academic Grants
17 Policy on copyrights and patents
17 Listing of Faculty Publications
18 Protection of Human Subjects
18 UNIVERSITY LIBRARIES
18 Library Hours
18 Identification
18 Interuniversity Council Cards
19 Lending Privileges
19 Book Return Service
20 Reserve Books
20 Interlibrary Loan
21 Audio-Visual Materials
21 Microform Materials
21 Book Orders
21 Faculty Studies and Shelves
21 Photocopying and Other Services
22 COMPUTING CENTER
23 SERVICES IN SUPPORT OF FACULTY
23 Parking and Traffic Regulations
23 Traveling for the University
23 Request for approval
24 Travel vouchers
24 Advances
24 International travel
24 University motor vehicles
24 Means of Communication
24 Campus mail
24 Franking privilege
25 U.S. Postal Substation
25 Telephone system
25 Publications
25 Public Information Office

26 Radio Station KNTU-FM
26 *The North Texas Daily*
26 Copying services
26 Printing
26 University Store
27 Physical Plant
27 Keys
27 Maintenance and repairs
27 Equipment
27 Student Assistantships
27 Miscellaneous Services and Information
27 Cashing checks
28 Conference services
28 Scheduling facilities
28 Food service
28 Identification cards
28 Lost and found
28 Notaries public
28 NTSU Educational Foundation
28 Office hours
28 Purchasing
28 Faculty Organizations
29 Alumni Association
29 United Way

The Faculty Member and Students

30 CLASSROOM POLICIES
30 Class Attendance
30 Authorized Class Absence/Field Trips
30 Dismissing Classes ("Walks")
31 Class Rolls
31 Certifying rolls
31 Changes in rolls
31 Examinations
31 Final examinations
31 Dead Week and Reading Day
31 Examination files
31 Conduct in the Classroom
31 Unlawful conduct
32 Smoking, food, beverages, animals
32 Grades and Grading
32 Grading system
32 Grade sheets
32 Grade reports
33 Grade changes

33 Grade of X
33 Posting of grades
33 Grade appeals system
33 Computer-assisted grading
33 Cheating and Plagiarism
33 Open Records
34 FACULTY OFFICE HOURS
34 ROOM CHANGES
34 CORRESPONDENCE AND EXTENSION
34 APPROVAL OF NEW COURSES AND PROGRAMS
35 MAJOR STUDENT SERVICES
35 The Union
35 Dean of Students Office
35 Student Employment Service
35 Financial Aid Office
35 Career Planning and Placement Office
36 University Counseling and Testing Center
36 Veterans' Affairs
36 EMERGENCIES
36 Hospital
36 Police
36 Emergency Plan

The Faculty Member and His Nonacademic Environment

37 THE LOCAL COMMUNITY
37 CULTURAL EVENTS
37 University Productions
38 Fine Arts Series
38 Activities in Denton and the Metroplex
38 EDUCATIONAL ACTIVITIES
38 Historical Collection
38 Minicourses
39 Credit Courses
39 SPORTS
39 Intercollegiate Athletics
39 Intramurals
39 Recreational Facilities

Appendices

40	Appendix A:	FACULTY SENATE CHARTER AND BYLAWS
50	Appendix B:	MAJOR STANDING COMMITTEES AND COUNCILS
51	Appendix C:	POLICY STATEMENT ON ACADEMIC FREEDOM, RESPONSIBILITY, AND TENURE
59	Appendix D:	UNIVERSITY POLICY ON ACADEMIC PROMOTIONS
65	Appendix E:	GUIDELINES FOR FACULTY PARTICIPATION IN INSTRUCTIONAL UNITS AND POLICY STATEMENT ON DEPARTMENTAL PERSONNEL ADMINISTRATION
70	Appendix F:	PERSONNEL FILE INFORMATION (Faculty Update Sheet)
71	Appendix G:	REQUEST FOR APPROVAL OF TRAVEL
72	Appendix H:	TRAVEL VOUCHER
74	Appendix I:	REQUIRED TEXTBOOKS (Textbook Adoption Form)
75	Appendix J:	SF-12 FORM (for employing student assistants)
76	Appendix K:	AUTHORIZED CLASS ABSENCE FORM
77	Appendix L:	GRADE APPEALS PROCEDURE
79	Appendix M:	CAMPUS MAP

University Governance

HISTORY OF THE INSTITUTION

North Texas State University began as a private normal college in 1890, and, after struggling for survival and enduring conflicts over ownership, became a state-supported, two-year normal college in 1899 (North Texas State Normal College). It was 1918 before the institution began to offer baccalaureate degrees, and 1925 before it was accredited by the Southern Association of Schools and Colleges. In 1923, the name was changed to North Texas State Teachers College. After accreditation, a deliberate and successful effort was made to upgrade the educational qualifications of the teaching faculty toward the end of offering master's degrees, and the first master's degrees were authorized in 1935. At this point in its history, NTSU became committed to a broader purpose than teacher training and began to offer the bachelor's degree without the theretofore compulsory teacher's certification.

Following World War II, and with the burgeoning enrollment caused by returning veterans, the institution was organized much as it is today. By 1946, NTSTC had a full complement of traditional academic disciplines, and by 1950 it was authorized to offer its first doctoral degrees. That authorization followed its separation from the state teachers college system the previous year and the establishment of a separate Board of Regents to govern the institution then known as North Texas State College. The name was changed to North Texas State University in 1961. The period since 1950 has been one of enrollment increases, faculty upgrading, and increasing emphasis on graduate education. From a few hundred students in a small building on the town square at the turn of the century, the institution has grown into a 16,000-student campus with an extensive physical plant. (For a history of the institution through its 75th year, see James L. Rogers, *The Story of North Texas*, published by the University in 1965.)

STATEMENT OF PURPOSE

According to the *1971-1973 Institutional Self-Study*, North Texas State University is an institution of learning and is, therefore, committed to the discovery, acquisition, development, preservation, and dissemination of knowledge. It is a community of scholars comprised of a faculty devoted to a life of creative endeavor, research, and instruction and a student body in search of intellectual, cultural, and professional appreciation.

Being a state institution, the University recognizes its responsibility to the citizens of Texas and in particular to the region which it serves. However, its facilities and programs of study are open to all persons who are qualified to participate. Through its various programs, the University proposes to contribute directly to the intellectual, cultural, aesthetic, and moral development of its students and more broadly to the global society of man. In brief, the University is a multipurpose organization that stresses teaching, research, and service as appropriate faculty activities.

STATE HIGHER EDUCATION SYSTEM

Texas has a rather complicated public education system. NTSU is one of 29 public senior colleges and universities in the state. In addition, seven authorized centers are attached to various of these institutions, and there are community colleges and medical, dental, and allied health schools as well as private institutions. Sixteen separate boards of regents govern the 29 senior institutions. Higher education in the state is further governed by the Coordinating Board, Texas College and University System, and by the Texas Legislature and the Governor. All three are involved in most aspects of higher education, but the emphasis of elected officials is on the budgetary process. It is important to note that the basis of higher education funding in Texas is a complex formula based on semester credit hours produced. Another somewhat unusual feature of the appropriations process is that organized research is funded separately from the instructional budget.

The Coordinating Board has broad programmatic responsibilities, also. Such matters as new degree programs, course additions, degree requirements, and changes in departmental name and/or structure are matters of Coordinating Board action after local procedures have been met. The Board itself is composed of gubernatorial appointees; it is aided by a full-time professional staff.

ORGANIZATION OF THE UNIVERSITY AND ORGANIZATIONAL CHARTS

During the past decade, the organization of North Txas State University has evolved from a relatively simple structure to a much more complex arrangement. This evolution has been in large measure a process of adapting to rapid growth, diversification of programs in response to demands, and changes in concepts regarding the roles of the administrative staff, the faculty, the students, the alumni, and other interested groups.

In 1975, the Texas College of Osteopathic Medicine in Fort Worth, formerly a private institution, was merged with North Texas State University. The Board of Regents of North Texas State University serves as the governing board of TCOM, and the President serves as its chief executive officer.

Organization charts of present administrative positions and their relationships are presented in Figures 1 and 2. Present administrative officers are:

President—Mr. C. C. Nolen
Vice President, Academic Affairs—Dr. Gustave A. Ferré (on leave of absence for 1975-76 academic year to serve as Vice President, Medical Affairs, *ad interim;* Vice President, Academic Affairs, *ad interim,* for 1975-76— Dr. Miles E. Anderson)
Vice President, Fiscal Affairs—Mr. John L. Carter, Jr.
Vice President, Student Affairs— Mrs. Jane G. Smith
Dean, College of Arts and Sciences—Dr. Jim B. Pearson
Dean, College of Business Administration—Dr. Marvin Berkeley
Dean, School of Community Service—Dr. Hiram J. Friedsam
Dean, College of Education—Dr. John J. Horvat
Dean, Graduate School—Dr. Robert B. Toulouse
Director, School of Home Economics—Dr. Mary E. Evans
Dean, School of Library and Information Sciences—Dr. Dewey E. Carroll
Dean, School of Music—Dr. Marceau C. Myers
Director, Libraries—Dr. David A. Webb

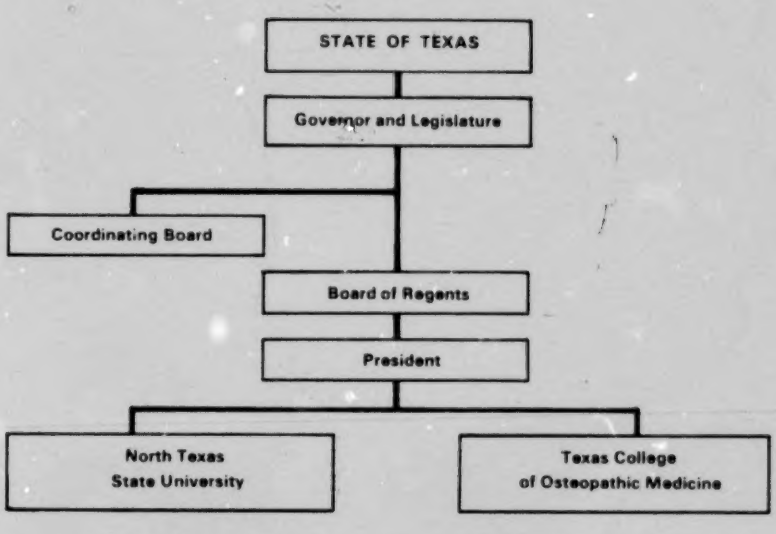


Figure 1. Organization Chart, North Texas State University, Showing Relationship to State Government

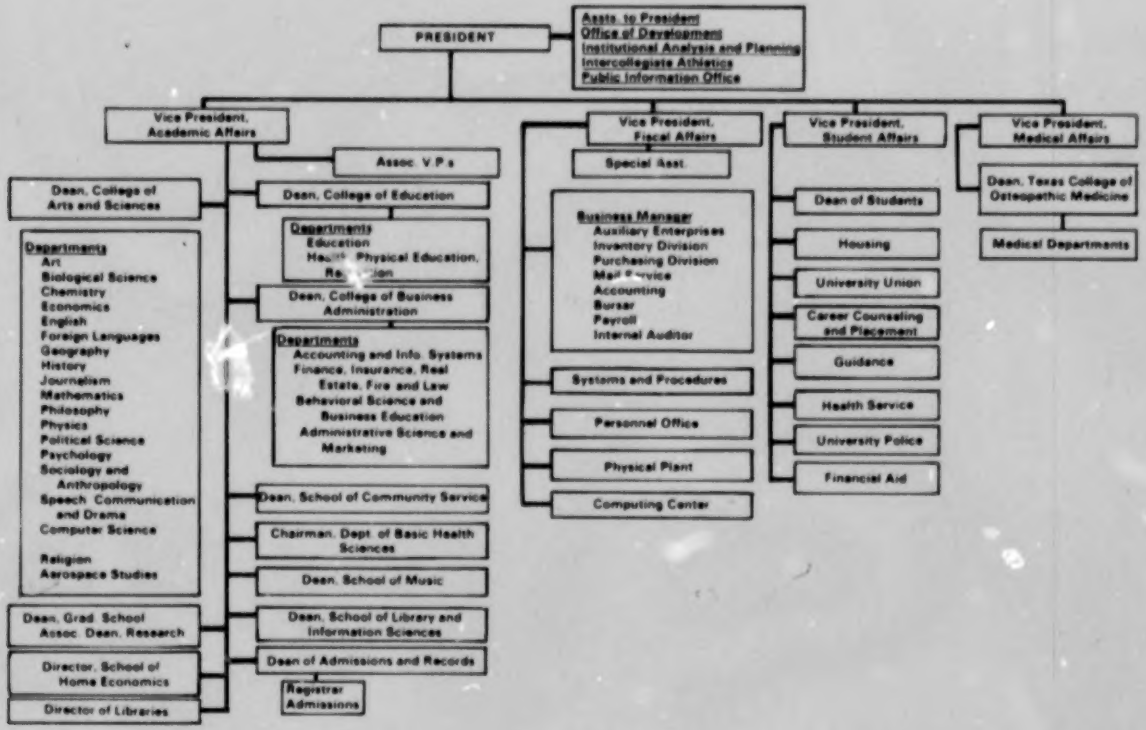


Figure 2. Organization Chart, North Texas State University

June 1975

BOARD OF REGENTS

The nine members of the NTSU Board of Regents are appointed by the Governor and subject to confirmation by the Texas Senate. Three members are appointed every two years to serve six-year terms. Current members of the Board of Regents are:

Name	Occupation	Home Town	Appointment
A. M. Willis, Jr., Chairman	Administrative Assistant, U.S. Congressman	Longview	1965-1977
William W. Jamar, Jr., Vice Chairman	Owner, Broadcasting Company	Brownwood	1971-1977
D. James Lawson	Chairman, Laser Firm	Dallas	1969-1975
Kenneth A. May	Associate Editor, Newspaper	Lubbock	1970-1977
V. F. Neuhaus	Owner, Neuhaus Properties	Mission	1973-1975
E. E. Stuessy	Retired Contractor	Austin	1973-1979
E. Bruce Street	Investment Company	Graham	1970-1977
Carroll F. Sullivant	Lawyer	Gainesville	1961-1979
Hugh O. Wolfe	Investments Counselor	Stephenville	1971-1975

FACULTY SENATE

The Faculty Senate was an outgrowth of a report by the Committee on Faculty Participation, which was established during the fall of 1968 and which submitted its report to all full-time faculty members in January 1969. The faculty supported the recommended establishment of a Faculty Senate and the Board of Regents subsequently approved its charter. The Faculty Senate meets regularly on the second Wednesday of each month except July and August for the purpose of considering all matters of general welfare to the University, but especially to initiate, recommend and/or approve academic policy. Items are placed on the agenda by contacting any member of the Senate or the University Committee. The agenda, before the meetings, and the minutes, after the meetings, are distributed to all faculty. The Faculty Senate Office is located in Oak Street Hall (phone 2053).

The Faculty Senate is composed of a maximum of 48 voting senators. A maximum of 40 senators is elected by and from groupings of the instructional units. In addition to this apportionment, eight senators are elected by and from the faculty-at-large, apportioned by academic rank: two instructors, two assistant professors, two associate professors, and two professors. There are also two non-voting student representatives to the Senate. The term of office for each faculty senator is three years. Faculty senators may serve a maximum of two full

consecutive terms. For further information concerning the organization and functions of the Faculty Senate, see the "Charter of the Faculty Senate of North Texas State University" and the "Bylaws of the Faculty Senate" in Appendix A.

COMMITTEES

NTSU faculty members enjoy a large measure of participation in the governance of the University, including membership on a variety of standing and *ad hoc* committees. Some committees are directly under the auspices of the Faculty Senate; others are requested by an administrative office, then staffed by the Faculty Senate; still others are administrative committees with faculty members either nominated by the Senate, elected by their peers, or appointed by an administrator. Other faculty committees are solely elected. Additionally, the schools, colleges, and departments have committees staffed in various ways. For a list of standing committees, see Appendix B. A directory of committee members will be available through the Public Information Office, beginning with 1975-1976 committee appointments and elections.

CONSORTIA

The University is a member of the Federation of North Texas Area Universities, the Interuniversity Council (IUC), and the Interuniversity Consortium on Political Research (ICPR). The Federation is a graduate-level consortium of East Texas State, North Texas State, and Texas Woman's Universities and is governed by a Council of the Presidents and two Regent members of each institution. Master's and doctoral programs in 16 fields are offered cooperatively through the Federation, and these programs are administered through degree program committees made up of faculty members from each university. Part of NTSU's involvement in the offering of residence courses in the metroplex area is through the Federation, which also assists the involved degree programs by helping to fund guest lecturers, workshops, and conferences. Cooperative library acquisitions are also a part of the Federation's activities.

The Interuniversity Council is a 14-member consortium governed by a Board of Directors comprising 10 institutional chief executives and the Commissioner of Higher Education, Coordinating Board. Through the IUC, NTSU participates in a daily courier service among member libraries, the opportunity to utilize the library resources of the other institutions in this area, and the computer-based Ohio College Library Center.

The ICPR, housed at the University of Michigan, offers faculty members in the social sciences the opportunity to obtain data on a wide variety of socio-political-economic phenomena. The ICPR-OR (Official Representative) has traditionally been a member of the Political Science faculty and serves as the liaison between local users of data and the ICPR headquarters.

BULLETINS

The University publishes a *General Catalog* and a *Graduate Catalog*, usually in the spring, and a *Schedule of Classes* two or three weeks prior to a given semes-

ter or summer session. The *General Catalog* contains the University Calendar; lists of the Board of Regents, officers of administration, and the instructional staff; general information about the programs, policies, and procedures of the University; the faculties and courses of all departments and schools; and descriptions of special materials and programs. The *Graduate Catalog* parallels the *General Catalog*, but focuses primarily on graduate studies. The *Schedule of Classes* presents instructions about how to register; a schedule of registration; a calendar for the appropriate semester or summer session; information about grading and examinations; class listings for all departments and schools; and a guide for reading the abbreviations used by the Registrar.

CALENDAR

The official University Calendar is an administrative construct based on a combination of fiscal regulations and academic program needs. The local calendar is based on a state-wide one devised by the Coordinating Board for all public institutions, although some local flexibility remains. Generally, the beginning of the academic year is the last Tuesday in August (the date of the first general faculty meeting of the year), and the long session ends in mid-May. The summer session usually begins the first Monday in June and ends on a Saturday in mid-August. The calendar is printed separately and in the *General* and *Graduate Catalogs*, and each semester's calendar is reproduced in the *Schedule of Classes*. Legal holidays are listed in the *Fiscal Regulations* supplied annually at the beginning of school to each employee. The University observes several alternatives to the holidays established for State employees in the appropriations bill. By tradition, faculty members usually adopt the same holiday and "break" schedules as the students.

COMMENCEMENT

Commencement is held twice each year, in May and in August. In addition to the commencement ceremonies themselves, special master's hooding ceremonies are held on the afternoon of commencement to expedite the evening schedule. Faculty members, wearing full regalia, are expected to participate in commencement exercises. However, because of the large number of graduates at each exercise and the relatively limited space on the Coliseum arena floor, a policy exists that only 20 percent of the faculty of any given department participate at any one time. Departments have developed various procedures for determining who participates in a specific commencement exercise. Faculty members who do not have their own regalia may obtain caps, gowns, and hoods without charge from the University Store. (Hood colors will be those of NTSU, however, and only master's gowns are available; special arrangements can be made for other regalia.)

GENERAL FACULTY MEETINGS AND CONVOCATIONS

General faculty meetings are held on the fourth Tuesday of August each year and occasionally upon call by the President. Convocations are limited to special events. There is an annual Honors Convocation and/or Dinner in April at which awards are presented to honor students and distinguished faculty members.

The Faculty and The University

APPOINTMENT TO THE FACULTY

Procedures for Appointment

Candidates are recruited and recommended for appointment to the University faculty through a procedure which generally involves faculty input to the department chairman and/or dean of the academic discipline concerned. The dean in turn recommends to the Academic Vice President who recommends to the President. Upon nomination and recommendation by the President of the University, the Board of Regents makes all appointments.

Ranks

Faculty are usually appointed in the rank of Professor, Resident Artist, Associate Professor, Assistant Professor, Instructor and Lecturer. The rank of initial appointment is determined by such factors as teaching, writing and research experience, public service, and type of degree held. Faculty members who have reached a high level of distinction in their professions may be designated Distinguished Professor or may be given named chairs within departments.

Graduate Faculty

To be eligible for participation in the graduate program, a faculty member must be classified as a member of the graduate faculty or the associate graduate faculty. Membership on the graduate faculty is for a seven-year term while associate graduate faculty membership is determined annually. Departments recommend appointments to the graduate and associate graduate faculty. These recommendations are transmitted to the dean, and the dean in turn makes recommendations to the Graduate Council. Appointments to graduate or associate graduate faculty status must be approved by the Graduate Council. Appoint-

ments depend upon terminal degree, rank, graduate teaching, scholarly research and publication. While there are a number of distinctions between full and associate status, the most important concerns supervision of doctoral thesis research. A complete list of the qualifications and responsibilities is available in the Graduate Office on the second floor of the Administration Building (phone 2383).

Emeritus Status

The rank of Professor Emeritus may be conferred by the Board of Regents upon the recommendation of a retiring faculty member's department and administrative approval, through the promotion channels and by procedures in effect at the time of the retirement of the faculty member.

In order to be eligible for appointment as Emeritus Professor the faculty member must:

(1) Hold a professorial rank at the time of retirement (Assistant Professor, Associate Professor, or Professor).

(2) Have held the rank of full Professor for 10 years at the University or have served in professorial ranks for at least 15 years at the University at the time of retirement.

(3) Have a record of distinguished service at the University.

Holders of the rank of Professor Emeritus are listed in the *General Catalog*.

Contracts

The basic faculty contract is for nine months, and the contract contains essential employment information such as teaching rank, salary, and conditions. Conditions include such terms as "temporary," indicating a yearly appointment; "probationary," indicating nontenured status but a position on the tenure track; and "terminal," indicating an expiration of the appointment as of the end of the academic year. The contract also is the vehicle for selecting a pay plan. The date of issuance varies yearly according to the time when the University receives its appropriations; by law, contracts cannot be issued before that time.

Contracts for the summer session are issued separately, and all contracts for summer teaching are contingent upon the classes having sufficient enrollment.

Nepotism Policy

State law prohibits the employment of persons related within the second degree by affinity or within the third degree of consanguinity to any officer or member of the Board of Regents. Specifically with regard to the employment of husband and wife in the same college or department, neither husband nor wife shall serve on those committees whose purpose it shall be to recommend compensation, promotion or tenure for the other.

Equal Opportunity Policy

The following policy on equal opportunity employment has been adopted by the University:

It is North Texas State University's policy that all persons shall receive opportunities in accordance with their individual job-related qualifications, without regard to race, creed, color, sex, national origin, or handicap. Equal opprotunities include, but are not limited to: employment; upgrading; promotion; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay; and selection for training.

The University has filed with the Department of Health, Education, and Welfare an Affirmative Action Plan for implementing this policy. The Affirmative Action Officer for academic employees is the Vice President for Academic Affairs.

Dismissal Policy

The basic conditions relative to dismissal of a faculty member are contained in the "Policy Statement on Academic Freedom and Tenure" (Appendix C). This document also spells out the appeals procedures available to dismissed faculty members.

CONDITIONS OF EMPLOYMENT

Academic Freedom

North Texas State University's "Policy Statement on Academic Freedom and Tenure" (contained in Appendix C) delineates the official policy relative to academic freedom and procedures thereon. This document commits the University to protect academic freedom and emphasizes the concomitant requirement of academic responsibility on the part of faculty members. It further defines academic freedom and distinguishes between that concept and first amendment freedoms.

Open Records

Information in faculty personnel files is closed to the general public whenever disclosure of such information would constitute an invasion of privacy; however, faculty members do have access to their own records. Questions should be referred to the Custodian of Public Records (phone 2460).

Speakers Policy

Arranging for an outside speaker to use campus facilities involves submitting the name of the speaker to the President or his representative 10 days in advance of the appearance; forms are available in the President's office. Supplemental forms and information relative to specific arrangements for facilities are available in the appropriate Vice President's office.

Political Activities and Political Speakers

Faculty members who desire to engage in political activities are free to do so as individuals so long as they do not act in the name of the institution. However, faculty members wishing to run for public office should apprise themselves of the "Resolution on Outside Emplo,ment" (below). Political speakers from off-campus are welcome so long as they are sponsored by a recognized University organization or group.

Outside Employment

The official University "Resolution on Outside Employment," as adopted by the Board of Regents, is designed to avoid conflicts of interest and vests control and approval in the President. All outside employment is prohibited unless approved by the President according to the following guidelines that authorize such employment provided that:

(a) It does not interfere with the regular work of the employee;
(b) It involves only a reasonable amount of time, involvement, and duration;
(c) It avoids realistic competition with legitimate private enterprises;
(d) It does not bring the employee into antagonism with the interest of the State of Texas, or the goals of the University;
(e) The official capacity or connection of the employee is not used in connection with such outside employment;
(f) It does not conflict with any law or constitutional provision, nor possess a reasonable potential for such a conflict.

Faculty Absences

Every department maintains a supply of Staff Absence for Reasons Other Than Illness forms. Whenever a faculty member plans to be absent during normal working days, he must complete one of these forms in advance and file it with his departmental chairman who forwards the form to the appropriate dean and the Academic Vice President. The form is illustrated below:

STAFF ABSENCE FOR REASONS OTHER THAN ILLNESS

Name .....

Date of absence .....
month days year

Cause of absence .....

.....

Name of substitute, or other disposition of work .....

.....

.....

Approved:

.....
Dept. Director Dean Vice-President

Figure 3. Staff Absence for Reasons Other Than Illness Form

Classes Away from Denton

Increasingly, the University is offering courses, principally at the graduate level, in metroplex sites. These are regular catalog courses offered for full residence credit, and occasional teaching of these courses is part of the faculty load. Locations include a leased facility—the Easterwood Building in downtown Dallas—and various community college, public school, and other public buildings.

EVALUATION AND ADVANCEMENT

Evaluation Procedures

Faculty members are regularly evaluated for purposes of promotion, tenure, and salary increments. At NTSU, peer evaluation is central to a process that also involves all supervisory personnel. This process is based on University policies and procedures governing such evaluation, including those on tenure found in Appendix C; on promotion, in Appendix D; and on departmental governance, in Appendix E. The faculty update sheet (below) provides some of the information necessary to this evaluation process.

Faculty Update Sheet

Each year a faculty member is required to prepare a faculty update sheet (Personnel File Information Form), which adds to the information in his personnel file about his teaching, research and publication, service to the University and the community. See Appendix F for a sample of this sheet.

PIO Form

A faculty member may be asked to fill out a biographical data sheet for the Public Information Office. This sheet is used in the preparation of news releases.

Promotion and Tenure

"Continuing evaluation of a faculty member will focus on three principal functions: teaching; scholarly, creative, and professional activities; and service," according to the Promotion Policy Criteria stated in the *President's Bulletin*, February 1974-March 1974. The "University Policy on Academic Promotions" was adopted by the Faculty Senate on May 3, 1972, and amended on November 13, 1974. The "Policy Statement on Academic Freedom and Tenure" was approved by the general faculty in 1973 and adopted by the Board of Regents on August 20, 1973. The complete documents on tenure and promotion can be found in Appendices C and D, respectively.

Grievances and Appeals

There are two major types of faculty grievances for which appeals processes exist. The first concerns promotion, salary, and all matters other than tenure and

academic freedom. A 12-member elected faculty appeals body, the University Review Committee (URC), is established to investigate allegations in these areas and to make recommendations to the appropriate administrators, chiefly the Vice President for Academic Affairs and/or President, if the URC cannot bring about a reconciliation between the faculty member and his department. Minutes of the URC are filed in the Library.

The second type of grievance involves matters of tenure and/or academic freedom. The procedures for appeal are established in the "Policy Statement on Academic Freedom and Tenure" (Appendix C), which also prescribes the elected Tenure Committee.

REMUNERATION

Salary Policy

Salaries are determined annually on the basis of merit and across-the-board increments according to available funds. The basic salary is for nine months. Summer salaries are computed at the regular long-term monthly rate; that is, full-time summer employment yields an additional one-third of the base salary.

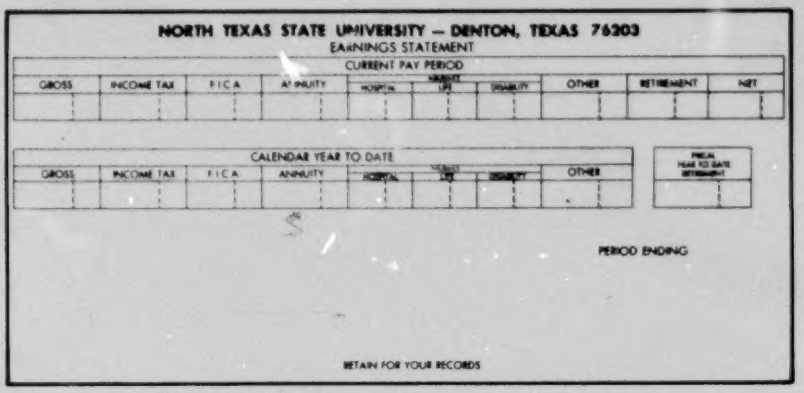
Pay Plan

A faculty member on a nine-month contract may elect whether to receive his salary in nine or 12 installments at the time he signs his annual contract. This choice has no bearing on his summer salary except that faculty member who receives 12 installments and who also is employed in the summer will find himself subject to somewhat higher withholding rates for the summer session. Pay checks are distributed on the last State working day of the month and are available in departmental offices. Employees paid from more than one account receive a separate check for each account. Any special arrangements concerning salary checks should be worked out with the Payroll Office in the Administration Building (phone 2440).

The earnings statement accompanying each pay check reflects the gross earnings, the amount withheld for federal income tax and social security, and the amount withheld for the retirement plan, plus any additional amounts withheld at the option of the employee (insurance, payroll savings, etc.) A sample of the State earnings form is shown on Page 14.

Additional Compensation and Salary Limits

Full-time employees on 12-month contracts may not receive more than $3,600.00 for correspondence and/or extension teaching and may not be paid additional money for summer school teaching. Full-time employees on nine-month contracts may not receive more than $3,600.00 in extension and correspondence salaries during the nine months but may be paid for summer work. Summer salaries shall be paid at a rate not to exceed that of the nine-month rate.



NORTH TEXAS STATE UNIVERSITY — DENTON, TEXAS 76203

EARNINGS STATEMENT

CURRENT PAY PERIOD

GROSS	INCOME TAX	F.I.C.A.	ANNUITY	HOSPITAL	SECURITY LIFE	DISABILITY	OTHER	RETIREMENT	NET

CALENDAR YEAR TO DATE

GROSS	INCOME TAX	F.I.C.A.	ANNUITY	HOSPITAL	SECURITY LIFE	DISABILITY	OTHER

FISCAL YEAR TO DATE RETIREMENT

PERIOD ENDING

RETAIN FOR YOUR RECORDS

Figure 4. State Earnings Statement

In addition to summer work for nine-months employees and stipends earned via correspondence and extension work, faculty members may also receive additional compensation in various ways, including consulting and from externally funded grants. However, faculty members should consult the "Resolution on Outside Employment" before accepting external funds. State of Texas faculty research funds covering salary are in lieu of the regular instructional salary, however.

Vacation Policy

The vacation policy stated in the *Fiscal Regulations* applies only to those on a 12-month contract, and these employees should check the *Fiscal Regulations* for rules comprising vacation policy. Faculty members are free to take vacations during all University holidays and student recesses.

Sick, Emergency, Maternity and Military Leaves

Faculty members are entitled to sick leave. The *Fiscal Regulations* contain a full statement of the policy, but as of September 1, 1975, a faculty member *must* complete sick leave application forms to receive compensation if absent because of illness, injury, etc. Sick leave may be accumulated. Faculty members need to notify their chairman or deans of illness in order for arrangements to be made for classes. No funds are appropriated to pay substitute teachers.

All female employees are eligible for maternity leave without pay.

Faculty members are entitled to emergency leaves granted by the President because of a death in the employee's family and may be granted an emergency leave for other reasons at the discretion of the President.

Faculty members are also entitled to an annual military leave of absence with pay for national guard or reserve duty up to 15 days per year and may request from the President a leave for the purpose of going on active duty.

The *Fiscal Regulations* contain more detailed information on all leaves, and further information is available from the University Personnel Office.

Death Benefits

The Teacher Retirement System of Texas provides death benefits, and many faculty members hold group life insurance policies. The Personnel Office will assist beneficiaries.

PERSONNEL BENEFITS

Every faculty member is required by law to participate in retirement programs, and each has an opportunity to participate in insurance programs, both at the time he is hired and from time to time during his term of employment at North Texas.

Before being entered on the payroll officially, each new faculty member must go to the Personnel Office to complete certain forms and to accept or reject participation in certain programs. This office is located in Room 343 of Marquis Hall (phone 2355 or 2040).

Required programs are:

Income tax withholding, according to the number of dependents the individual wishes to claim, up to his actual maximum.

Social Security payments, according to the prevailing federal rate.

Retirement, either Teacher Retirement System of Texas or an optional, private retirement program. Six percent of the total salary of each faculty member, up to a maximum base of $25,000.00, is deducted for retirement. The State matches this with another 6 percent. It is possible to arrange for the optional retirement payments to be tax-sheltered subject to only post-retirement taxation. Details are available in the Personnel Office. Under the optional plans, an employee has a vested interest in the State's contribution after one year and in in the Teacher Retirement System after ten years.

Insurance payment plan: Payments for group insurance programs must be made at the Personnel Office for the months the faculty member is not drawing a state warrant. If a nine-month employee chooses nine installments on the pay plan and does not teach during the summer, then this faculty member would need to make these arrangements to continue insurance coverage.

Information on all required and optional programs is available from the Personnel Office. Each faculty member may, of course, select whatever optional programs may be appropriate for him and his family. Optional programs include:

Tax-sheltered annuities program, which enables an employee to defer federal income tax liability on part of his income during his high earnings years until the time he retires.

Basic hospitalization-surgical insurance/basic $5,000.00 term life insurance and $5,000.00 accidental death and dismemberment insurance with Blue Cross/Blue Shield.

Optional term life insurance: Each full-time employee is eligible to participate in an optional term life insurance program. This program insures the participant for two times his annual salary rounded off to the highest $1,000.00. If the employee is enrolled in the hospitalization insurance program, the basic $5,000.00 term life is included in this amount.

Salary protection (long term disability) insurance, which not only pays compensation but also waives the premium during the period the compensation is paid.

The State of Texas contributes $15.00 a month toward insurance premiums for each faculty member. The Personnel Office applies the $15.00 toward life insurance, disability insurance and hospitalization-surgical insurance, in that order. The $15.00 per month is paid on a twleve-month basis. If the faculty member elects not to participate in an insurance program, he is not entitled to any cash payment of the $15.00.

Faculty members retiring before age 65 can retain group status with basic health/life programs only until age 65, with payments by check. Those retiring at age 65 or after can retain group status with Senior Texas coverage and pay by check if there is a dependent previously covered who is under 65, or they can convert to Senior Texan direct pay with payments going directly to Blue Cross. Retiring faculty may also cancel coverage.

The Personnel Office assists faculty members in completing forms for major medical insurance claims and other forms. In addition, the office has a direct line to state headquarters for Blue Cross and Blue Shield for immediate answers to personal problems.

PROFESSIONAL GROWTH AND DEVELOPMENT

Educational Leave and Leaves of Absence

Faculty members who desire to work toward completion of the terminal degree may apply for an educational leave through the Vice President for Academic Affairs. Such leaves are without pay and are generally restricted to those already having tenure. Similarly, faculty members with tenure seeking a leave without pay for professional development should apply through the Academic Vice President.

Development Leaves

State universities in Texas have no system of sabbatical leaves. Instead, the Legislature in 1967 instituted a system of Faculty Development Leaves for the purpose of study, research, writing, field observations, or other purposes related to professional growth. "Faculty members" for leave purposes includes those persons whose duties include teaching, research, administration (including professional librarians), or the performance of professional services but excluding classified personnel. To be eligible, a faculty member must have served for a minimum of two years with this University, and it is expected that he will return

for at least one academic year following the leave. Leaves are granted at full pay for one semester or at half pay for two long semesters and are restricted to a maximum of 6 percent of the faculty at any one time. Application forms are available in the office of the Vice President for Academic Affairs. An elected Faculty Development Leave Committee recommends candidates to the President each year for which funds have been made available.

Faculty Research Grants

Office of Research and Academic Grants—The Office of Research and Academic Grants is a part of the Graduate School and is directed by an associate dean. The Office operates as a coordinating unit between North Texas State University and the agencies and foundations that provide support for research and other programs. The Office also functions as a service facility to assist faculty members in obtaining sponsored funds for projects and publishes an annual list of faculty publications. In particular, the Office administers the funds available through the organized research budget which the Legislature may provide from time to time through appropriated funds that are separate from the instructional budget. Applications are available from the Office, and deadlines for application for one-, two-, or three-year projects are May 1 for continuing faculty and the second week in September for new faculty. The applications are evaluated and grants are approved by the Faculty Research Committee, which has the following members: Dean of the Graduate School, Chairman (*ex officio*); Associate Vice President for Academic Affairs (*ex officio*); Director of Research and Academic Grants, Executive Secretary (*ex officio*, non-voting); and eight members of the faculty appointed by the Faculty Senate: two at-large and one each from the Divisions of Humanities, Science, and Social Science; the Colleges of Business Administration and Education; and the School of Music. The term of office for appointed members is three years.

Grants from Organized Research Funds can be made available for salary as reimbursement for released time or for research during a summer term in which the faculty member is not under a teaching contract with the University; equipment; research and secretarial assistants; duplication services; computer services; travel necessary for completing the approved research; and, *where justified*, routine office supplies which ordinarily are supplied by the faculty member's department or school.

Ordinarily, it is expected that research that has been supported by a grant will result in publication or other means of scholarly presentation of the findings.

Policy on copyrights and patents—Any faculty member whose work results in a patent, invention, or copyright that is in whole or in part a result of University support is subject to the provisions of the "University Policy on Patents and Copyrights." Copies of the policy are available in the Office of Research and Academic Grants (phone 2473).

Listing of Faculty Publications

The Graduate Office maintains a list of the publications of all faculty members. It is updated each year and is sent to all faculty members.

Protection of Human Subjects

The University's "Policy on the Protection of Human Subjects" sets forth procedures for the protection of human beings who may be at risk as a consequence of participation as a subject in research, development, clinical service, demonstration, instructional, or other activities sponsored by the University under the direction of any faculty or staff member or student. A Review Committee on Protection of Human Subjects, appointed by the President, administers this policy, copies of which are available in the Office of Research and Academic Grants.

UNIVERSITY LIBRARIES

The Libraries of North Texas State University are housed in the Main Library Building, the Information Sciences Building, and the Chemistry Reading Room. The Information Sciences Building contains the Science Library (except for part of the Chemistry Collection), the Juvenile Collection, and the Library Science Library. The Main Library houses the Humanities Collection; the Social Sciences, Education and Business Collections; the Music Collection and Audio Center; and the collection of U.S. Government Publications. In addition to these the Main Library also houses the Special Materials Collection that includes microfilm, motion pictures, speech tapes and recordings, slides, filmstrips, maps, etc. Thus, the Libraries of the University are divided roughly into large subject areas except for U.S. Government Publications and Special Materials. The focal point of information and assistance in locating and using materials is the Assistance Information Desk (AID), main floor, Main Library. Maps showing the shelving system are available at the AID.

Library Hours

Regular library hours are from 7:45 a.m. to 10:50 p.m. Monday through Thursday; 7:45 a.m. to 5:50 p.m. Friday; 8:00 a.m. to 4:50 p.m. Saturday; and 2:00 p.m. to 9:50 p.m. Sunday. Holiday schedules are posted at building entrances a week before each holiday begins.

Identification

The faculty identification card serves as identification to charge material from the Libraries. Special authorization by Form 75 (illustrated on Page 19) is available to expedite having a student or graduate assistant act for a faculty member in the borrowing of library materials for research. These forms are available at the Circulation Desk (phone 2411).

Interuniversity Council Cards

Members of the faculty and doctoral candidates may obtain identification cards for use in other university libraries in the North Texas area by applying in the Director's Office or leaving applications at the Circulation Service Desk after

NTSU LIBRARY Faculty Authorization Form

(Name of Faculty Member)

(Signature of Authorized Assistant)

is duly authorized to check out materials in my name for departmental and/or my personal use for the _____ Semester, _____.
(Year)

I personally accept responsibility for books so charged. (This form to be renewed each term.)

(Signed) _____

_____ _____

(Form 75-10/70) (Department) (Phone)

Figure 5. NTSU Library Faculty Authorization Form

regular office hours. These cards permit the bearer to charge materials from participating libraries on a limited basis and, in most cases, without fee. Books borrowed on this card may be left in the Interlibrary Loan Office for return to the lending library via a daily IUC Courier Service.

Lending Privileges

The faculty, full-time non-teaching staff, and retired faculty may borrow books on a term basis for their personal research. Books borrowed on a term basis are due at the end of the semester and should be returned by then. Nevertheless, the faculty are urged to keep books no longer than they are actually needed. Periodicals and other non-circulating materials may be charged from the Libraries with the approval of the librarian on duty at the appropriate service desk. Teaching fellows may borrow books closely connected with the courses they are teaching for the semester. Each teaching fellow should present to the Circulation Desk charge cards for such books signed and dated on the back by the head of his department. Except for these books, teaching fellows are required to meet normal student regulations.

Wives and husbands of faculty members are permitted to use the Libraries on the same basis as students. Courtesy cards which serve for identification may be obtained from the Director's Office or applications may be left at the Circulation Desk at any time the Main Library is open.

Book Return Service

A book return service is abailable to faculty and administrative personnel who may leave their library materials with their departmental secretaries for prompt pick-up by a library courier. Courier service may be obtained by calling Central Circulation (phone 2411, ext. 217).

Reserve Books

Requests for books to be placed on Reserve should be made to the service desks in Social Science, Humanities, Music, Science, and Library Science. Forms used in placing books on reserve are provided at each of the desks mentioned and also at AID. The form is illustrated below and should be completed when submitted. In order to have the books on reserve by the beginning date, it is necessary for the Libraries to have these requests a minimum of 48 hours in advance.

The Libraries will photocopy single magazine articles, parts of books, etc., to be placed on reserve for particular courses. The appropriate collection service desk should receive these requests. It is library policy to place two copies on reserve. If the demand is such that additional copies are needed, the Libraries will provide a total of five copies of any one item. Seven days advance notice is requested to process this type of material since the photocopying and preparation can be rather time consuming.

Call Number		NTSU LIBRARY RESERVE REQUEST Reserve the following:	
		Author	
		Title	
Do Not Write Here			
Bldg.	Floor	Course Number	
Area or Status			
Section/borrower		Beginning Date	Removal Date
Date (Form 12-5/71)		Signed	Date

Figure 6. NTSU Library Reserve Request

Interlibrary Loan

For research purposes, members of the faculty and graduate students may supplement NTSU resources by borrowing from other libraries on interlibrary loan. Requests should be submitted to the Interlibrary Loan Office, Room 121, Main Library. In all loans this library is bound by the conditions imposed by the lending library and endeavors to safeguard borrowed material carefully. In requesting periodical articles, faculty members are reminded that a majority of libraries sends photocopies and bills for materials of 20 pages or less in length rather than lending bound volumes. It is against interlibrary loan and NTSU library policy to honor interlibrary loans arranged by individuals with other libraries.

To facilitate interlibrary loan the Libraries participate in a daily courier service between the Dallas-Fort Worth area universities, in a TWX link-up with other

colleges and universities of the state and nation, in on-line computer linkage with major universities and colleges in the Midwest and East, and in a variety of published directories, union lists, and indices.

Audio-Visual Material

The Main Library has facilities for in-house previewing and/or showing to classes of 16mm motion pictures, 2x2 and lantern slides, filmstrips, transparencies, and disc and tape recordings. Also available are a few 8mm and Super 8mm motion pictures, learning kits, and video-recordings as well as cassette tape players. Material may be reserved in advance either for use in the Main Library or for checking out for classroom use. The normal loan period is for three days. Since some material is in heavy demand, advance reservation is recommended. Motion pictures may be borrowed only by faculty and teaching fellows or upon presentation of a completed faculty authorization form.

Microform Materials

Microforms are housed in the Special Materials Room and generally are used in that area since the readers are located there. However, microforms may be checked out by members of the faculty for a period agreed upon by the borrower and the Main Library, may be circulated by Interlibrary Loan, and may be checked out to faculty and enrolled graduate students for use with a microfiche lap reader, which is also available for a 3-day loan. Special Materials maintains a current list of the major microform sets and their indices held by the Libraries.

Book Orders

The University Library Committee apportions book funds annually. Each department receives an allotment for the purchase of books and for initial subscriptions to periodicals not already in the Libraries. Requests that books be added to the Libraries are generally made through the departmental chairman. Order cards must be signed by him/her or his representative before the books can be ordered. The cards on which the requests are made may be obtained from the Director's Office, the AID Desk, or Acquisitions Office, Room 140B, Main Library. The form is illustrated on Page 22.

Faculty Studies and Shelves

A limited number of faculty studies are available in the Main Library. Assignment for the academic year is made by the Director of Libraries upon the written recommendation of the appropriate department. Carrels and special shelves are available for faculty and graduate students needing library materal for extended projects. Applications are made through Special Materials, the Science Library or Library Science Library. Books and documents so charged may be used by others under reserve book rules.

Photocopying and Other Services

The Libraries supply coin-operated photocopying equipment on all but the main floor of the Main Library and on each floor of the Information Sciences Building.

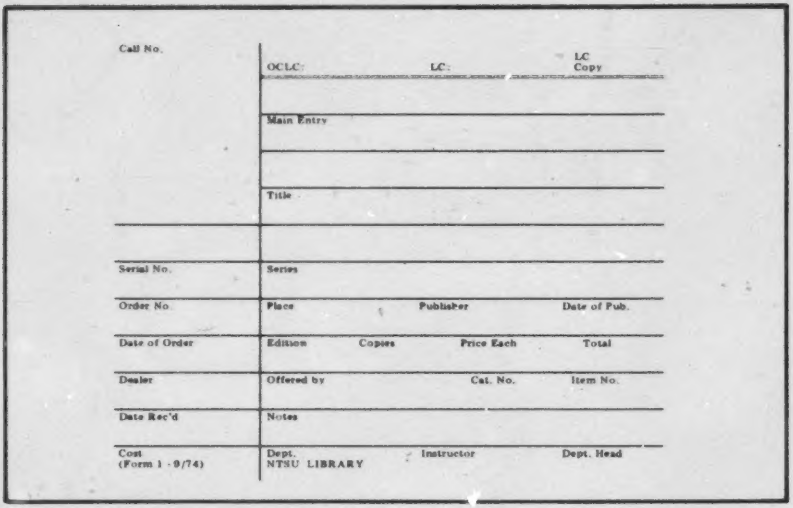


Figure 7. NTSU Library Book Order Form

It is assumed that any copying is in lieu of hand copying. The Library takes no responsibility for any copyright infringements that may occur. Faculty members also may have the Libraries make photocopies of material at the rate of 10¢ per exposure. Contact the Circulation Service Desk, Main Library, or the Science or Library Science Service Desks.

A limited number of coin-operated typewriters and an adding machine are available for use on the third floor, Room 329, Main Library.

The Main Library provides slide/tape programs, explaining use of the Libraries and the Card Catalog. Call Special materials to request this service. Each collection librarian welcomes the opportunity to work with classes at the beginning of assignments involving library use. Contact the appropriate head librarian for Humanities, Social Sciences, Music, Library Science, Science, or Special Materials. All such requests should be made several days in advance when at all possible.

NTSU Books is published approximately every two weeks by the Libraries. Its purposes are to list selected new additions to the Libraries and to serve as a medium of communication between the Libraries and the faculty. To receive future issues, contact Special Materials, Room 437, Main Library.

COMPUTING CENTER

The Computing Center, located in the north end of the Information Science Building (phone 2389), operates as a service department, including faculty teaching and research use. When school is in session, the Center is open 24 hours a day from 7:30 a.m. Monday to midnight Friday and from 8:00 a.m. to 5:00 p.m. Saturday. During holiday periods, shorter hours are posted and announced. The main computer is an IBM 360/50, and other equipment available

for general use includes card punches, scoring machine, Cal Comp plotter, card verifier, card sorter, reproducing, and interpreting card puncher. Some eighteen languages and program packages are available. A mini-computer services instructional terminals located in various classroom buildings and offers a variety of packages.

The Computing Center staff is both knowledgeable and helpful to faculty members, and complete information is available at the Center. Turn-around time is rapid. Faculty members should know, however, that a user number must be assigned after charges are authorized to a budget account (generally departmental or personal faculty research account specifically designated for computing center time and charges). From time to time, the Center offers short courses for prospective users.

SERVICES IN SUPPORT OF FACULTY

Parking and Traffic Regulations

Parking arrangements are made annually with the University Police (phone 2222). Regulations specify that no student, faculty, or staff member may park a motor vehicle in areas under University jurisdiction between the hours of 7:00 a.m. and 5:00 p.m. on weekdays unless a parking fee has been paid and the vehicle displays a proper parking decal. Parking spaces may not be subleased without prior authorization from the University Police. Parking classifications include reserved parking and restricted parking.

Reserved parking refers to numbered, reserved spaces within a particular lot assigned to the individual use of a vehicle during parking control hours. Full-time University faculty and staff have first priority to park in these places. Parking controls apply from 7:00 a.m. to 3:00 p.m., Monday through Friday, except in administrative lots that are controlled until 5:00 p.m.

Restricted parking refers to unreserved parking within a particular area or lot. Permits (decals) are sold on an individual lot basis, valid only for that lot and Fouts Field. Full-time University faculty and staff have first priority to park in these areas. Parking controls apply from 7:00 a.m. to 5:00 p.m., weekdays.

A parking guide/map is included at the end of this handbook. Details of regulations and procedures may be obtained from the University Police, and questions about or recommended changes in policies can be referred to the University Parking Committee.

The University Police also enforce the State Traffic Code, including the 20 m.p.h. speed limits in most campus areas and the 10 m.p.h. limit in the inner campus and parking lots. Moving violations must be cleared with the Municipal Court of the City of Denton.

Traveling for the University

Request for approval—If a faculty member intends to seek reimbursement for travel, he must fill out a Request for Approval of Travel Form in advance of de-

parture. This form is submitted to the departmental chairman for approval and transmittal. (See Appendix G for a sample.)

Travel vouchers—A faculty member files a claim for travel reimbursement by filling out a travel voucher (Appendix H). These vouchers must be accurately completed and must always justify the travel in terms of its benefits to the State of Texas. Detailed regulations may be found in the *Fiscal Regulations* distributed annually by the Vice President for Fiscal Affairs. Because the State is rigid in its rules on how these forms must be filled out, it is prudent for the novice to consult with one of his well-traveled colleagues.

Advances—Travel payment by the State is in the form of reimbusement. Advances are available only under unusual circumstances; all questions should be referred to the Vice President for Fiscal Affairs (phone 2134).

International travel—International travel for which the State is asked for any reimbursement is subject to a procedure that involves advance approval by the Governon. Consult the Fiscal Affairs Office.

University Motor Vehicles—The term motor vehicle is interpreted to include automobiles, buses, trucks, motorcycles, motorbikes, and motorscooters. University automobiles (station wagons and buses) may only be used for the mass transportation of numbers of people in compliance with H.B. No. 2, 61st Legislature. Reports are to be filed and arrangements made with the Service Center. Additional information is in the *NTSU Fiscal Regulations*.

Means of Communication

Campus mail—Mail Service employees pick up and deliver interdepartmental mail to all designated offices twice daily and pick up any outgoing official State of Texas letters mailed from these offices. The central dispatch point is the Mail Room in the University Union.

Franking privilege—Only official State of Texas business mail may be franked. Departmental offices maintain a set of instructions for use of the official mails, and details are available from the Mail Service (phone 2286) located adjacent to the U.S. Postal Substation in the University Union. The Mail Room is open 8 a.m.-12 noon and 1 p.m.-5 p.m. weekdays. Faculty members, however, should generally be aware of several regulations and procedures pertaining to franked mail.

(1) Letters are to be sent/brought to the Mail Room unsealed, and all mail must carry a return address.
(2) Mail must be delivered to the Mail Room by 4 p.m. to be dispatched the same day.
(3) Preparation of bulk mailings is the responsibility of the sender. Senders should contact the Mail Service for instructions as the process is complicated.
(4) Any special instructions—"air mail," for example—must be marked on the envelope or package, and certified mail must include the appropriate receipt and return receipt forms.

(5) The Mail Service asks that staples or paper clips not be placed in the upper right half of an envelope because they damage the postal meter.

U.S. Postal Substation—The Post Office is located in the south portion of the main floor of the University Union. Service windows are open Monday through Friday from 8 a.m. until 4:30 p.m. Faculty members may rent postal boxes. On Saturday all mail is placed in boxes while only newspapers are placed on Sunday. The telephone number is 382-3304.

Telephone system—The University operates a Centrex telephone system that allows for four-digit dialing within campus buildings and has its own 788- prefix. The Centrex system is divided into two subsystems, the administrative system and the dormitory system. All administrative telephones are for University business only. The administrative system is divided into three classes of service. Class A service is for on-campus and Denton calls only. Class B is for local, long distance and Metro calls. Class C service is for local, long distance, Metro and TEX-AN calls. The Metro system allows calls to be placed to cities within the Dallas-Fort Worth metroplex, while the TEX-AN system connects all State agencies. Departments determine individually whether to subscribe to TEX-AN service.

The number to report trouble with service is 2059. For information on charges, types of services available, installation, etc., inquiries should be directed to 2515. The University General Information Number is 788-2521.

Publications—A number of publications are regularly distributed to faculty and staff members. The *President's Bulletin* has the purpose of disseminating information and policy from the President's Office. It is published approximately six times a year.

Update is published every other Friday by the Public Information Office and contains news of current interest. Deadline for submission of written material is 4 p.m. Tuesday before publication.

Feedback is the official publication of the Faculty Senate and is published nine times each academic year. The purpose of *Feedback* is to distribute the monthly agenda of the Faculty Senate and to establish communication between the Faculty Senate, the faculty, and the administration on a wide range of mutual concerns.

The *Calendar of Events* is published monthly by the Public Information Office and keeps the NTSU community posted on major events on campus. It is published the last day of each month.

Public Information Office—The Public Information Office distributes news of public interest concerning the institution, faculty, students, staff, administration and special programs to all news media and to specialized publications throughout the nation. University publications such as the *General and Graduate Catalogs*, student handbook, internal and alumni publications, departmental brochures and monthly calendars are designed and edited here, and PIO offers a variety of services related to departmental publications.

The Public Information Office also maintains the official University Calendar and serves as the scheduling office for public-use facilities on campus. Organizations not associated with the University but desiring to schedule events on campus should notify the Coordinator of Special Events to reserve the appropriate facility.

The Information Center in the main lobby of the Administration Building is operated by PIO for the convenience of campus visitors and the University community. The center is staffed 8 a.m. to 5 p.m. weekdays and 9 a.m. to 12 noon on Saturdays. The center also remains open during University vacation periods.

PIO is located in Room 309 of the Administration Building (phone 2583).

Radio Station KNTU-FM —The KNTU-FM radio station is run by NTSU students and supervised by the Division of Radio-Television-Film. It is located in the Speech Building. A variety of music is played and programs of educational and other general interest are presented. Broadcast is at 88.5 mHz FM. Hours of operation during the long session semesters are about 7 a.m. until midnight, and during the summer terms, 6 p.m. until midnight.

The North Texas Daily —The student newspaper is *The North Texas Daily*, which is published Tuesday through Friday during long session semesters and on Thursday only in the summers. The *Daily* prints general University news as well as news of interest mainly to students and is available in all major University buildings.

Copying service —The Xerox Office in Room 311, third floor, of the Administration Building provides Xerox and mimeograph service to the University community at a reasonable charge. Coin operated copy machines are available in the University Libraries. The Copy Center on the first floor of the Journalism Building offers inexpensive multilith copying. Stapling, hole punching, binding and collating are available in the Print Shop, first floor, Journalism Building. A second copy center is planned for either Marquis or Terrill Hall. (Academic departments also provide various kinds of copy services for their faculty and staff.)

Printing —The Print Shop, located on the first floor of the Journalism Building, handles major printing for the University. All work requiring design, including brochures and handbooks, must be forwarded to the Print Shop by the Public Information Office.

University Store

The University Store, which offers school and personal supplies and check-cashing services, is located in the University Union. Textbook adoption for courses originates in the department, and orders are submitted through the University Store. (See Textbook Adoption Form in Appendix I.) Faculty members can make charges with a Master Charge or BankAmericard, but personal charges are not permitted. Personal checks may be cashed up to a maximum of $100.00 with a 10¢ charge for each $25.00 amount. No discounts on purchases are provided. The University Store is open from 8 a.m.-5 p.m. Monday through Friday during the fall and spring semesters and from 7 a.m.-4 p.m. Monday through Friday during the summer terms.

Physical Plant

The University is maintained by a large contingent of Physical Plant employees. A faculty member becomes involved in the maintenance and operation of the campus when he acquires keys to various offices and buildings, when he seeks to bring about repairs of campus facilities, and when he needs special equipment or routine supplies and equipment.

Keys—To obtain keys, the faculty member fills out a key authorization form and gives it to his chairman, dean, or supervisor. The form is signed by the chairman, dean, or supervisor, and sent to the Physical Plant Director. When the key is made, it is sent to the Cashier in the Business Office. The faculty member then picks up the key. A deposit of $1.00-$4.00 (usually $2.00) is required by the Business Office. When the faculty member leaves the employ of NTSU, he turns in the key to the Cashier and receives his deposit.

Maintenance—If a faculty member requires maintenance assistance, he may notify the building custodians, his chairman or dean, or the Physical Plant Director (phone 2028). If the department or school is to be charged for the maintenance, the chairman or dean must submit a Work Order through the Vice President for Academic Affairs. Each building contains a list of Physical Plant personnel to call for emergency maintenance after normal working hours or on weekends.

Equipment—If a faculty member needs equipment or supplies, he ordinarily requests them through his chairman, dean, or supervisor, who submits the proper voucher to the Purchasing Office for approval. Some kinds of equipment, mainly furniture, are kept in stock by the Physical Plant and may be used by the faculty member. Movement of equipment and supplies from one place to another can also be accomplished by Physical Plant personnel.

Student Assistantships

The awarding of departmental student assistantships is controlled by the chairman of each department, subject to the regulations adopted by the appropriate dean. Faculty members wishing to award student assistantships should clear plans with department chairmen.

Faculty members holding research grants providing funds for assistants should contact the Personnel Office (phone 2355) to obtain both the necessary forms and help in locating applicants. The major form used is illustrated in Appendix J. The Financial Aid Office (phone 2166) is responsible for placing work-study students.

Miscellaneous Services and Information

Cashing checks—Faculty members may cash checks at the University Store for 10¢ per each $25.00 and at the Business Office without charge.

Conference services—A faculty member who wishes to arrange a conference should contact the School of Community Service. The School in conjunction with the Public Information Office provides assistance in scheduling sites, arranging food services, designing programs, planning the meeting, publicity, and other activities.

Scheduling facilities—The office of the Dean of Admissions and Records is responsible for scheduling all academic space for use by University classes. Although several facilities on campus are scheduled through their respective directors, the best rule of thumb is to call the PIO for information on scheduling. This office also will add a planned event to the official University Calendar.

Food service—The University Union provides diverse kinds of food service, including meals and snacks, and is the basic eating area on campus outside of residence halls. It is open 7 a.m.-10:30 p.m. Monday through Thursday, 7 a.m.-12 p.m. Friday, 10 a.m.-1 a.m. Saturday, and 11 a.m.-10:30 p.m. Sunday. Banquet facilities are available. Meals may also be purchased at residence halls.

Identification cards—Free faculty identification cards are distributed annually through departmental offices. These cards are to be used whenever identification is required—checking out library books, reserving athletic facilities, cashing checks, purchasing tickets, and so on. Lost cards may be replaced by paying a $5.00 fee to the Business Office.

Lost and Found—There is no central lost-and-found office on campus. Departmental offices, the Union office, the University Police Station, and other campus offices receive lost items.

Notaries public—Faculty members may have documents notarized free of charge in the Business Office.

NTSU Educational Foundation—The NTSU Educational Foundation is the repository for private monies given to the University; it is governed by a Foundation Board and administered through the Development Office, which has available a booklet describing the operations of the fund and how to encourage and handle contributions to the University (phone 2039).

Office hours—Basic business hours of the University are 8 a.m.-5 p.m. weekdays. Major offices (especially those in the Administration Building) remain open during the noon hour.

Purchasing—Most supplies, materials, and equipment are purchased through academic departments unless the individual faculty member has research or other nondepartmental funds. Purchasing must be done under State of Texas statutes and rules, but assistance is available from the Purchasing Office within the Business Office, which will also supply a *Purchasing Manual* (phone 2151).

Faculty Organizations

The American Association of University Professors and the Texas Association of College Teachers maintain chapters on campus which meet at regular intervals. Both chapters are active in the field of faculty responsibilities and privileges. Membership is open to all faculty members.

University Women is the faculty wives' organization which women faculty and staff members may join. A number of social events are held each year, and there are interest groups which meet frequently for their mutual concerns. Of particular note is the Newcomers Group, which brings new faculty members together for a number of social events each year.

Alumni Association

The NTSU Alumni Association maintains an office on campus (Room 310, Administration Building) for the coordination of alumni activities. Among these is the Distinguished Teaching Award which may be presented to as many as four outstanding faculty members each year. The Alumni Association also awards student scholarships, publishes an annual faculty-staff-student directory, coordinates Homecoming acitivities, and performs a variety of traditional services for alumni.

United Way

Although the University wholeheartedly supports the United Way and encourages contributions by the faculty, participation is not mandatory. Individual faculty members do work with the United Way in receiving contributions.

The Faculty Member and Students

CLASSROOM POLICIES

Class Attendance

Responsibility for class attendance rests with the student at NTSU. If a student's grades are to be based wholly or partially on attendance, then the instructor must notify the students in writing at the beginning of the semester. A student who presents an Authorized Class Absence Card issued by his academic dean or otherwise provides a satisfactory explanation of his absence must be given an opportunity to make up missed work or must receive some allowance to avoid being penalized for an authorized absence.

Authorized Class Absence/Field Trips

All travel by students off the campus for the purpose of participation in athletics, music groups, AFROTC activity, dramatics, exhibitions, debate, student government, conventions, and field trips must be authorized by the dean of the school or college of the sponsoring department. Absence lists should be approved by the department chairman and sent to the office of the dean *in advance* of the travel date. Sponsors must report to the Dean of Students all students listed who did not make the trip. Upon return from each trip, students will obtain authorized absence cards from the Dean of Students for presentation to instructors of classes missed. A copy of the Authorized Class Absence Form is in Appendix K.

Dismissing Classes ("Walks")

Faculty members who must miss class for any reason are expected to make arrangements for their classes. Dismissing classes, that is, giving "walks," is not an acceptable alternative.

Class Rolls

Certifying rolls—Faculty members receive periodic rolls prior to the 12th class day during the fall and spring semesters and the fourth class day during summer semesters. These rolls are to help insure that the 12th-day rolls are accurate. Each faculty member must certify that his 12th-day rolls are accurate, and any knowing or willful errors in the 12th-day rolls can subject the faculty member to perjury charges under State law. The 12th-day rolls are important for two reasons. First, they are the basis on which formula funds (the major source of funding for the University) are appropriated; as such, they are audited by both the State Auditor and the Legislative Budget Board. Second, errors in the rolls may result in the student's failure to get credit for a course.

Changes in rolls—Changes in the class rolls can take place in various ways. During the first 12 days, students may register late, add a course, drop a course, transfer from one section of a course to another, or withdraw from school. Instructors are notified of these changes via copies of the forms used to complete the transaction, and the changes should be reflected in the 12th-day rolls. After the 12th-day, students may withdraw from the University or drop a course. The instructor is notified by the Registrar via a copy of the appropriate form. If a student claims that a roll change has taken place and the change does not appear either on the roll or on the appropriate form, the student should be sent immediately to the Registrar.

Examinations

Final examinations—Final examinations are to be taken as scheduled; no early examinations are to be given. Exceptions may be made only if the instructor has another section of the same course and only for reasons judged by the dean for that department to require special permission. In such cases the dean will issue written approval to the instructor. Exceptions announced by the Vice President for Academic Affairs may be made for certain departmental examinations.

Dead Week and Reading Day—In order to provide the time for review, the seven calendar days preceding the semester examinations are designated as Dead Week. At the beginning of Dead Week the University Calendar is closed for the remainder of the semester; student organizations do not hold meetings or social affairs. Written examinations are not given, except those covering daily assignments. Themes, notebooks and term projects are not to be assigned during Dead Week, but students may turn in previously assigned work. A Reading Day is placed on the University Calendar when time within a given semester permits. No classes are held on Reading Day.

Examination files—Test files organized according to academic subjects are available at the appropriate service desk in the Main Library or Information Sciences Building. The file is maintained and expanded on a voluntary basis by faculty members.

Conduct in the Classroom

Unlawful conduct—It is unlawful for any person to interfere with classes or other university activities by any form of disruption, including excessive noise,

and it is further unlawful to prevent or attempt to prevent attendance at such activities. Furthermore, carrying concealed weapons is a violation of the Penal Code in Texas, and interfering with the normal activities of the University or its buildings by exhibiting, using, or threatening the use of weapons is against the law. Possession of drugs is also unlawful. The *Fiscal Regulations* further stipulate that no appropriated monies for salary may be paid to any employee who uses alcoholic beverages while on duty.

Smoking, food, beverages, and animals —In the interest of the comfort, health, and safety of its faculty members and students, the University maintains a no-smoking rule in classrooms and suggests that the consumption of food or beverages during classes be prohibited. Some flexibility is afforded here, especially for classes meeting in designated seminar rooms. However, any use of alcohol is prohibited in classroom buildings. Animals, other than seeing-eye dogs, are not allowed in classrooms.

Grades and Grading

Grading system —In the system of grading employed in the University, the letters A, B, C, D, F, X, P, NP, W, WF, WX are used. Letters other than A-F have the following significance:

P is a credit grade (1) on the pass-fail option, (2) on student teaching, and (3) in selected graduate individual problems and research courses. NP is a failing grade on the pass-fail option. X indicates that the student has finished the work of the semester except for an examination or for some similar requirement. It cannot be regarded as a substitute for the grade of F. W indicates drop or withdrawal without penalty. WF indicates that the student has dropped a course after the first six weeks of classes with a failing grade. WX indicates the student has withdrawn from school while passing after at least two-thirds of the semester has passed and that he may, without payment of fee, re-enter at a comparable time in another semester and complete the courses. Details of the grading system may be found in the *General Catalog*; however, it should be noted that grades of W, WF, and WX require dean's permission for the student.

Grade sheets —IBM grade sheets are sent from the Registrar's Office approximately two days prior to final examinations. All reports are to be returned within 24 hours of the last final examination. The instructions for the completion of the grade sheets come from the Registrar's Office on behalf of the Academic Vice President and should be followed explicitly to assure that student grades are recorded properly.

Grade reports —At the end of each semester or summer term, reports of grades made by students under 18 are sent to parents by the Registrar. In addition, the Vice President for Academic Affairs receives from the faculty at midsemester of each long-session semester a report on students currently failing courses. Reports on these classes are mailed to students as soon as possible after they are received by the Vice President. From these midsemester reports a list of students who are failing in one or more courses is compiled and copies of this list are sent to the Vice President for Student Affairs, the academic deans and to the counselors in the Guidance Office. In this manner, advisors are informed of the student's failing status and may be able, through conferences and suggestions, to encourage him or warn him as needed.

Grade changes—No grade, except X or WX, may be removed from the student's record once it has been properly recorded. It is assumed that members of the faculty exercise their best judgment when grades are formulated; therefore, changes are not permitted after grades have been filed with the Office of Admissions and Records, except to correct clerical errors. Requests for error correction must be initiated within 30 days after the close of the semester or summer term for which the grade was awarded and involve the approval of the department chairman and appropriate dean.

Grade of X—To remove an X, the student must obtain from the appropriate dean a card to permit removal of X. The dean and the instructor both sign the card, then it should be taken to the Business Office where a fee of $2.00 is paid. The fee may be waived by the dean if the student presents a physician's certificate showing that he was ill at the time of final examinations. Upon presentation of the card showing the fee receipt number, the student may be permitted to remove the X. The instructor then files Permit to Remove X and Card for Removal of X, on which the student's grade is recorded$ with the Registrar's Office.

A grade of X may not be removed after the interval of one year except that on written recommendation of the dean of the school or college in which the student is enrolled and with the consent of the instructor, a student may be given not more than one additional year in which to remove the X. Students serving in the armed forces may request additional consideration.

Posting of grades—The posting of grades is optional. If grades are posted, they should be by social security number rather than by name under current open records laws.

Grade appeals system—There is a grade appeals system adopted by the Faculty Senate. See Appendix L for the document.

Computer-assisted grading—IBM answer sheets can be obtained from and processed by the Computing Center.

Cheating and Plagiarism

The faculty member has a responsibility to foster the intellectual honesty as well as intellectual development of his students. He should carefully scrutinize his methods of teaching and his assignments in order to be sure that they encourage the students to be honest. If necessary, he should explain clearly the meaning of cheating and plagiarism as they apply to his course. The faculty member should make clear to his students each semester what academic penalties he assesses in that particular course should either cheating or plagiarism occur. Should the faculty member detect signs of cheating or plagiarism in his class, it is his responsibility to investigate these thoroughly. The *Student Code of Conduct* states that plagiarism and cheating are offenses against the University, and students found guilty of either are subject to disciplinary action. Therefore, the faculty member should report cheating and plagiarism cases to the Dean of Students for determination of appropriate disciplinary action.

Open Records

There are both state and national laws pertaining to student records. These laws include the right of the student to see his own records but limit the right

of University personnel to do so except for such official purposes as degree planning. The University Legal Advisor or the Student Legal Advisor, who is the custodian of public records, determines the validity of requests to view student records. The faculty member seeking access to a record such as a transcript must file a request. The open records policy dictates that faculty members must safeguard the privacy of student records; for example, grades must not be posted by name.

FACULTY OFFICE HOURS

Each faculty member is required to list and maintain office hours each week so that students can have access to their professors. These office hours are included on the Faculty Schedule Cards completed each semester by all faculty members. Copies of these cards are then available in the departmental office, the Registrar's Office, the Academic Affairs Office, and in a directory maintained on the first floor of the Administration Building.

ROOM CHANGES

It is important for the University to have maximum utilization of its classrooms, and for various administrative offices to be able to locate faculty members and students. If a faculty member must move a class from the room in which it was originally scheduled, he should contact the Administrative Assistant to the Dean of Admissions and Records (phone 2111) to clear the room change.

CORRESPONDENCE AND EXTENSION

North Texas State offers a limited number of courses through the Correspondence and Extension Office (phone 2533) located in Oak Street Hall. This office can provide information on available courses and current reimbursement rates to faculty members involved in teaching correspondence courses and extension classes. Compensation is in addition to the regular contract salary.

APPROVAL OF NEW COURSES AND PROGRAMS

New courses and degree programs and changes in course number, title, or catalog description originate at the departmental level. All such recommendations are then forwarded to the curriculum committee of the appropriate school or college, and, from there, to the University Curriculum Committee for undergraduate courses and to the Graduate Council for graduate courses. The University Curriculum Committee meets on the third Wednesday of each month during the long semester, and materials must be received in the Academic Affairs Office one month before the meeting at which their consideration will take place. School and college curriculum committees generally meet about one week before the University Curriculum Committee. The Graduate Council meets on the third week of each month, and materials to be considered should be submitted at least one week in advance of the meeting. New degree programs and departmental reorganizations and/or name changes are forwarded to the Board of Regents and to the Coordinating Board. New courses cannot be offered until they are added to the official inventory of courses by the Coordinating Board.

MAJOR STUDENT SERVICES

Student services are generally under the direction of the Vice President for Student Affairs. The most important of these services are briefly discussed below.

The Union

Dining areas, conference facilities, lounges and a variety of programs characterize the University Union. The building itself has been greatly enlarged to encompass these activities and to house many major student affairs offices. It also houses the University mail room, U.S. Postal Substation and the University Store. To inquire about reserving space for meetings, conferences and/or special food service, contact the Assistant Director, Facilities.

Dean of Students Office

The personnel of the Dean of Students Office are available to all students for general counseling, information on any phase of campus life and assistance with specific problems. The office serves as a liaison for blind and handicapped students who need assistance in such areas as class scheduling, obtaining elevator keys, parking, special seating and so forth. An Assistant Dean of Students serves as an adviser for international students. Students needing legal advice may contact the attorney housed in the Dean of Students Office. The Dean of Students Office is located in the University Union.

Student Employment Service

Recognizing that the job market in college towns is often crowded, the University maintains a student employment service in the Dean of Students Office to aid North Texas students in finding part-time jobs both on and off campus.

Financial Aid Office

Student financial aid is available through numerous programs to both graduate and undergraduate students enrolled in the University. A number of competitive scholarships are available to students both departmentally and University-wide. These are based on financial need, with other factors such as academic achievement, leadership and creative ability also being considered. The College Work-Study Program is a federally funded program initiated to help students gain part-time employment while attending the University for the purpose of paying educational costs. Financial need is a prime factor in determining eligibility for the College Work-Study Program. The Financial Aid Office is located in the University Union. The Chairman of the Scholarship Committee is Associate Dean of the College of Arts and Sciences.

Career Planning and Placement Office

The University maintains placement services to assist graduating seniors and prior graduates in getting positions for which they are qualified. Registration is available at no charge. For specific information contact the office in the University Union.

University Counseling and Testing Center

The University Counseling Center provides a wide range of psychological services to assist the individual student in personal adjustment and growth. Both individual and group counseling in the areas of educational, vocational, marital, emotional, and personal development are available. The Center's testing service is equipped for administering and interpreting aptitude, interest and personality tests. The Center is located in the University Union.

Veterans Affairs

Veterans or their widows, sons and daughters may be eligible for educational assistance under certain federal and state laws. Inquiry concerning these provisions should be made to the Office of the Business Manager in the Administration Building.

EMERGENCIES

University Hospital

The NTSU hospital is on the corner of Avenue C and Chestnut Street. Any student who has paid the student service fee can receive treatment, but the faculty is ineligible for hospital services. Telephone numbers are 2333, 2331, and 2336.

University Police

The University Police are commissioned police officers. All persons on University property are required to identify themselves to such officers when requested. The University Police are authorized to enforce the State Traffic Code, the Penal Code, and applicable Ordinances of the City of Denton, the traffic and parking regulations of the University, and all other laws. The jurisdiction of the University Police is within the area circumscribed by and including the following public streets: West Oak, Welch, West Hickory, Bernard, Eagle Drive, Interstate Highway 35E, and Bonnie Brae.

All accidents or offenses that occur on University property or anywhere within the campus area should be reported to the University Police immediately. The University Police will be glad to assist any student, faculty, or staff member at any time. The University Police Department is located at 1603 West Hickory. The telephone number is 788-2222.

Emergency Plan

An Emergency Plan has been developed to provide a coordinated response to emergency situations of all types—natural disasters, fires, bomb threats, chemical accidents, etc. Task forces and individual building responsibilities have been assigned throughout the campus community. Emergencies should be reported to 2222. The basic assumption is that an emergency call will be received by the University Police Department which shall be responsible for initially notifying appropriate parties.

The Faculty Member and His Nonacademic Environment

THE LOCAL COMMUNITY

Denton is a city of slightly under 50,000 people located in the Dallas-Fort Worth metroplex. Its principal economic enterprises are two state universities and assorted light manufacturing concerns, as well as retail establishments. Its form of government is council-manager. The city has seven financial institutions (including the Denton Area Teachers Credit Union that extends membership to University personnel), five hospitals, about 60 doctors and 30 dentists, 65 churches, a daily and a weekly newspaper, a radio station, motels, restaurants, recreational facilities, and a public library. More detailed information on the community can be readily obtained from the Denton Chamber of Commerce (414 Parkway, 382-9693). The Chamber keeps available packets of current information that include everything from how to get utilities connected to the locations of churches and information on financial institutions.

CULTURAL EVENTS

University Productions

The School of Music, the Department of Speech Communication and Drama, the Dance Theatre of the Southwest and the Modern Dance Group, and the Department of Art produce a number of artistic events. Recitals by faculty members and/or students, concerts, and occasional rehearsals in the School of Music are open to the public at no charge; some type of performance is given virtually every day. In addition, operas are presented for which tickets are reasonably priced. The Dance Theatre of the Southwest and the Modern Dance Group each present performances for which there is a small admission price. The Department of Speech Communication and Drama offers a major series and a studio series of dramatic productions with individual-performance and season tickets available at moderate cost; laboratory performances in drama and speech to

which the public is invited without charge; and various speech events that welcome an audience. A marquee is maintained by the department at Chestnut and Avenue A. The Department of Art maintains a gallery in which there are a number of shows each year; as a rule, no admission is charged. From time to time, the lobbies of the Art Building and Speech Communication and Drama Building contain art shows as well. There are also frequent exhibits and displays of art works on the mall in front of these two buildings. Major campus cultural events are announced in the *Calendar of Events* circulated by the Public Information Office.

Fine Arts Series

A Fine Arts Series, coordinated by a student-faculty committee, brings to campus music, drama, dance, and art programs by nationally prominent artists. Tickets to series programs are available to faculty members in the University Union ticket office for the season or for individual performances, or at the door prior to individual performances.

Activities in Denton and the Metroplex

In addition to the many cultural activities at North Texas, similar kinds of activities take place at Texas Woman's University across town. Special features of Denton for those interested in participating include the Denton County Music Association (Community Chorus) and the Denton Community Theater (Firehouse Theater). Both of these groups also participate in the annual Fine Arts Festival held in May under the auspices of the Fine Arts Council. Dallas and Fort Worth have numerous cultural activities, including symphony orchestras, ballets, operas, theaters, art museums, musical comedies, and visiting artists. Locally, ticket information is available in the University Union.

EDUCATIONAL ACTIVITIES

Historical Collection

The State Historical Collection, authorized by the Legislature in 1930, contains approximately 50,000 items, including part of the archives of the University; historical documents, letters, and books; and historical and ethnographical artifacts. The Collection, which is housed in the Historical Building, opens from 1 to 5 p.m. Monday through Saturday, and mornings by appointment. Students, faculty, members of the Denton community, and other interested persons are invited to arrange tours of the museum, to utilize the historical documents in research, and to study the collections. Some materials may be loaned to responsible persons. Arrangements can be made by contacting the director in the Historical Building (phone 2386).

Minicourses

The Center for Community Services offers a wide variety of minicourses open to members of the University community and the general public. Topics range from "how-to" courses on organic gardening, gourmet cooking, water safety, and

small motor repair to guitar and bridge lessons to astronomy, parapsychology, and yoga. The fees vary depending on materials and supplies. Some of these courses are taught by NTSU faculty members for a small stipend. For information or a minicourse bulletin, call 2307 or 2246.

Credit Courses

Although no written University policy exists, the tradition is that no full-time faculty member be permitted to enroll in more than six semester hours during any long term and no more than a total of nine hours in nine months.

Faculty members wishing to enroll in coursework should determine departmental policy from their chairmen. Tuition and fees are assessed for credit enrollment, and an audit fee is assessed for any person auditing a course at North Texas except persons 65 years of age and older who may audit without charge when space is available.

SPORTS

Intercollegiate Athletics

North Texas State University participates as an independent in both men's and women's intercollegiate athletic competition. Men's varsity sports are football, basketball, golf, tennis, and track (including cross-country). Season tickets are available at half price to faculty members, and applications are made available at appropriate times or may be obtained from the Athletic Department (phones 2202 and 2508). Individual game tickets are available in the Athletic Department ticket office and at the gate. Schedules may also be obtained from the Athletic Department. Soccer, gymnastics, fencing and wrestling are club sports, and there are also rugby and baseball teams that schedule games with other schools.

Women's intercollegiate sports include badminton, basketball, volleyball, softball, tennis, track and field, and gymnastics. Schedules are announced in the *Calendar of Events* and are available through the Women's Athletic Office (phone 2167). Tickets may be purchased at the door.

Intramurals

Faculty are eligible for any of the numerous activities in the men's, women's, or co-educational intramural programs. Information, applications, and schedules are available from the Intramural Office (phone 2358 or 2408). Before games begin, meetings are held to explain the rules, organize the tournament, etc. If the event involves a team sport, faculty members may organize their own team or simply apply as individuals and be placed on teams needing players.

Recreational Facilities

By presenting a faculty identification card, faculty members may use the recreational facilities of the University when they are not in use by classes or for tournament play. There is a nominal greens fee at the University Golf Course (Highland Park Road and Interstate 35E) and a small charge for swimming. Reservations may be made for the men's tennis courts and handball/racquetball courts by calling 2557. Showers and lockers are available in the Coliseum for handball players, joggers, etc. There are also faculty fitness groups for which information is available through the Department of Health, Physical Education, and Recreation (phone 2358).

Appendices

Appendix A

FACULTY SENATE CHARTER AND BYLAWS

CHARTER OF THE FACULTY SENATE OF NORTH TEXAS STATE UNIVERSITY

Preamble

A university is a community of scholars engaged in the free discussion, research and dissemination of ideas and knowledge. To the end that the governing of this University shall embody the full freedom of discussion, participation and examination of ideas by faculty, students and administrators in the search for truth, the administration and the faculty of North Texas State University hereby establish and promulgate this Charter of the Faculty Senate of North Texas State University.

Article I. Role and Competence of the Faculty Senate

The Faculty Senate shall decide and promulgate academic policy (except tenure and review policy) for the University, acting with due regard to the requests and needs of the specific departments, divisions, schools and colleges, to the advice of the President of the University, and to the regulations of the Board of Regents of North Texas State University and the Coordinating Board, Texas College and University System. Such policies become official when published in the *President's Bulletin*.

The Faculty Senate may consider all other matters of general welfare to the University, including matters raised by Senators, by Senate committees and by the President of the University, and, through petition, by any other administrative official or body and by any full-time faculty member who shall then have the right to speak to the petition. Decisions on all such matters shall be final when approved by the President of the University, subject to the regulations of the Board of Regents of North Texas State University.

Article II. Composition of the Faculty Senate

Section 1. The Faculty Senate shall be composed of a maximum of forty-eight voting Senators.

Section 2. There shall be a maximum of forty Senators elected by and from groupings of the instructional units. These groupings shall consist of schools, divisions and similar large units.

Section 3. There shall be eight Senators elected by and from the faculty at large, apportioned by academic rank.

Section 4. There shall be two students elected by the Student Government Association. These student Senators shall have the status of observers, with the rights of speaking and serving with vote on committees of the Faculty Senate, but they shall not vote on decisions of the Faculty Senate.

Section 5. The Faculty Senate shall reapportion itself every three years in time for the March election of Senators in the third year of each term. Reapportionment shall be achieved by dividing forty into the membership of the entire full-time faculty and applying the quotient thus obtained to the voting groups in such a manner as to give representation proportionate to members; the number of Senators-at-large and student Senators shall remain at eight and two, respectively.

Article III. Terms, Qualifications and Elections

Section 1. The term of office for each faculty Senator shall be three years after an initial three-year period necessary for staggering the terms. Faculty Senators may serve a maximum of two full consecutive terms.

Section 2. The term of office for each student Senator shall be one year. Student Senators may serve a maximum of two full consecutive terms.

Section 3. Qualifications for faculty Senators shall be full-time faculty status. For purposes of this and all other pertinent provisions, the term "full-time faculty status" shall be defined as including instructors, assistant professors, associate professors and professors who normally carry a full teaching and/or research load, but excluding student instructors who are working toward a degree at North Texas State University. The term "full-time faculty status" shall also be defined as including resident artists (as full professors) and librarians with academic rank.

Section 4. Qualifications for student Senators shall be the attainment of forty-five semester hours by the time of election.

Section 5. A vacancy shall be declared if a Senator must be absent from the University for more than five consecutive months. If more than three months remain in the term of the absent Senator when such vacancy is declared, the Faculty Senate shall conduct a special election among the appropriate electorate to fill the vacancy. Such a specially-elected Senator shall be sworn in at the next regular Faculty Senate meeting following his election and shall serve the remainder of the absent Senator's term. No vacancy shall exist if a Senator-at-large, elected from a specific academic rank, is promoted during his term of office in the Senate to a new rank. He shall complete his elected term.

Section 6. Qualifications for voting in the elections for all faculty Senators shall be full-time faculty status.

Section 7. (As amended on 2-9-72 and ratified on 2-29-72)
Elections shall be held by all electorates during the Spring Semester of each year in which terms of Senators representing such electorates expire. The election period for Faculty Senate positions of instructional units shall be completed by the fifteenth day of each March. The election for Faculty Senate positions of the University-at-Large shall take place after the fifteenth day of each March, but nominations for Senators-at-large may be made prior to that date. Elections shall be by secret ballot and shall be supervised by appropriate committee of the Faculty Senate.

Section 8. The Faculty Senate shall be organized each year at the May meeting at which time all new Senators shall take office. Terms of office shall thus begin with

the May meeting and shall expire the day before the May meeting of the appropriate year.

Article IV. Officers and Committees of the Faculty Senate

Section 1. (As amended 2-9-72 and ratified 2-29-72)
The Faculty Senate shall elect its chairman and it shall be his duty to preside at meetings of the Senate. He shall vote only in the case of a tie vote.

Section 2. The Faculty Senate shall elect from among its members a Vice-Chairman, who shall preside in the absence of the Chairman, and such other officers as it deems appropriate. It shall define the additional duties of its officers.

Section 3. Committees of the Faculty Senate shall include a Committee on Committees, a Curriculum Committee to be chaired by the Vice-President for Academic Affairs and to include the academic deans, an Academic Standards Committee, a Faculty Research Committee, and such other standing and temporary committees as the Faculty Senate shall from time to time create.

Section 4. The Committee on Committees shall consist of eleven Senators to be elected at the May meeting of each year by the Faculty Senate. In turn, the Committee on Committees shall then appoint other members to other committees, subject to the approval of the Senate. Where appropriate and subject to the approval of the Faculty Senate, the Committee on Committees may appoint faculty members, administrators and students from outside the membership of the Faculty Senate.

Article V. Meetings and Procedures of the Faculty Senate

Section 1. The Faculty Senate shall hold a regular meeting at least once each month from September through June of each year.

Section 2. Special meetings of the Faculty Senate may be called by the Chairman on his own motion. He must call a special meeting when petitioned to do so by twenty percent of the Senators.

Section 3. The Faculty Senate shall be the sole judge of its own rules and procedures.

Article VI. Status of Existing and Other Faculty Governmental Bodies

Section 1. With the organization of the Faculty Senate, the present Faculty Council shall be dissolved. As the Faculty Senate proceeds to establish certain committees to carry out its business and as such committees are formed, any existing University faculty committee which has similar functions shall then be dissolved.

Section 2. There shall be a University Tenure Committee whose members shall not be appointed by the Committee on Committees but shall be elected by the faculty at large. The Tenure Committee shall be responsible, subject to the approval of the faculty, for deciding and promulgating tenure policy for the University and for creating procedures for handling specific complaints or grievances concerning tenure and academic freedom.

Section 3. There shall be a University Review Committee whose members shall not be appointed by the Committee on Committees but shall be elected by the faculty at large. The Review Committee shall be responsible, subject to the approval of the faculty, for drafting and implementing structures and procedures for appealing questions of faculty salary, promotions, and other major issues, excepting tenure and academic freedom.

Article VII. Amendments

Section 1. The Charter of the Faculty Senate may be amended in either of the following ways.:
Sub-section (a). Initiation by two-thirds of the Senators present at any regular Faculty Senate meeting, followed by ratification of three-fourths of all full-time faculty members voting.

Sub-section (b). Initiation by petition of twenty percent of the full-time faculty members calling for a special faculty meeting. Upon verification of the petition, the Faculty Senate must call such a faculty meeting within thirty days from receipt of the petition. The only subject for discussion at this meeting shall be the proposed amendment. If a majority of those attending the meeting favor the amendment, it shall be initiated. Ratification shall then be by the same method as in Sub-section (a) above.

Section 2. Amendments and additions to the Bylaws shall be initiated by a first reading at any regular meeting of the Faculty Senate and shall be ratified by a simple majority of the Senators attending the next regular meeting. Such amendments and additions to the Bylaws shall be published in the minutes and distributed to the *entire* faculty.

Section 3. All such amendments shall become final when approved by the Board of Regents.

BYLAWS OF THE FACULTY SENATE

Article I. Role and Competence of the Faculty Senate
(None originally)

Article II. Composition of the Faculty Senate

Section 1. (None originally)

Section 2. There shall be one Senator for each fifteen (or major fraction thereof) full-time faculty members contained in the following voting groups:

Voting groups amended 3-8-72. It is recommended that the Department of Psychology be moved from Group VI to Group IV and that the Department of Computer Sciences be added to Group III, and that the necessary numerical adjustments be made based upon redistribution of the groups. Voting groups further amended 2-12-75 to reflect reorganization of the Department of Education.

Group I
Department of Art
Department of Foreign Languages
Department of Journalism
The Library
School of Library and Information Sciences
Department of Philosophy
Department of Speech Communication and Drama

Group II
Department of English

Group III
Department of Biology
Department of Chemistry
Department of Computer Sciences
Department of Mathematics
Department of Physics

Group IV
Department of Economics
Department of Geography
Department of History
Department of Political Science
Department of Psychology
Department of Sociology

Group V
College of Business Administration

Group VI
Department of Education
(including Industrial Arts)
Group VII
Department of Home Economics
Department of Physical Education
Group VIII
School of Music

Section 3. There shall be two Senators-at-large from each of the four academic ranks: full professors (including resident artists), associate professors, assistant professors and instructors.

Section 4. (None originally)

Section 5. (None originally)

Article III. Terms, Qualifications and Elections

Section 1. At the first meeting of the Faculty Senate following the ratification of this Charter, a drawing shall be conducted among the Senators in each voting group to determine which faculty Senators shall serve one-year initial terms, which shall serve two-year initial terms and which shall serve full three-year terms. One-third of the faculty Senators shall be in each of these categories.

Section 2. (None originally)

Section 3. (None originally)

Section 4. (None originally)

Section 5. (None originally)

Section 6. (None originally)

Section 7. The initial Faculty Senate election will be conducted by the Committee on Faculty Participation in University Governance.

(The remainder of Sec. 7 was amended 3-8-72)
Nominations: Each faculty member may nominate, by secret ballot, one person for each vacancy in his voting unit. All qualified faculty nominated for Faculty Senate positions of instructional units will constitute the nominees. For the Faculty Senate positions of the University-at-large, those qualified faculty receiving two or more nominations will constitute the nominees.

Elections: The nominees will be listed as candidates on the Primary Ballot. If no candidate listed on the primary ballot receives a majority of the votes cast in the primary, then there shall be a runoff between the two candidates that receive the most votes in the primary elections. In case of a tie vote among two or more candidates for second place, all candidates tied for second place will be listed on the Runoff Ballot. In the Runoff Election, the candidate receiving the most votes cast will be declared the winner. In case of a tie vote in the Runoff, the winner will be determined by lot. The election will be by secret ballot.

Tabulating Votes: The University Election Committee shall announce to each departmental election judge the time and place in which the votes will be counted. The counting of the votes cast may be observed by those departmental election judges who desire to do so.

Retention of Ballots: Ballots must be kept for a period of thirty days after the announcement of the voting results.

Separate elections will be held for Senators elected by voting groups and Senators elected by the faculty members of the University at large. The same procedures will be used for Senators elected by voting units and Senators elected at large.

Section 8. (None originally)

Article IV. Officers and Committees of the Faculty Senate

Section 1. (None originally)

Section 2. Committees—General Provisions (3-11-70)

(a) Standing committees shall be those committees provided in Article IV, Section 3 of the Charter and in Article IV, Section 3 of the Bylaws. All other committees shall be temporary.

(b) Each temporary committee shall terminate with the May meeting unless the motion creating it specified some other termination date.

(c) No faculty member shall serve simultaneously on more than two standing committees.

(d) Wherever terms of faculty or student members of standing committees are specified only as a certain number of years, such terms shall begin with the June meeting of the Faculty Senate or other time of initial appointment and end on the day before the June meeting the specified number of years later. The term of a member appointed to fill a vacancy shall end at the same time that the term of the member being replaced would have ended.

Section 3. (a) COMMITTEE ON COMMITTEES

(i) Functions. The Committees shall appoint members of other committees, subject to the approval of the Senate.

(ii) Composition. The Committee on Committees shall consist of one Senator from each of the nine constituency groups of the Senate, elected by his fellow Senators in that group, plus the Vice-Chairman and the Secretary of the Senate.

(iii) Terms. The term of each member of the Committee on Committees shall be from the May meeting of the Senate to the day before the May meeting the following year.

(b) UNIVERSITY COMMITTEE

(i) Functions. The University Committee shall serve as an advisory board to the President on faculty matters, shall prepare an agenda for Faculty Senate meetings as provided in Article V, Section 3 (b), and shall perform such other duties as may from time to time be assigned to it by the Senate.

(ii) Composition. (as amended 10-11-72) The University Committee shall consist of six Senators, no two of whom shall be from the same Senate constituency group, the Chairman of the Senate, and the Vice-Chairman of the Senate who shall be chairman of the committee.

(iii) Terms. The terms of the six appointed Senators shall be the same as their remaining Senate terms. The term of the Vice-Chairman shall be the same as his term as Vice-Chairman.

(c) ACADEMIC STANDARDS COMMITTEE

(i) Functions. The Academic Standards Committee shall study and make recommendations to the Senate on University policy concerning admission standards of entering undergraduate students, admission standards of transfer undergraduate students, suspension, probation, and dismissal of students for academic reasons, standards for graduation, the awarding of honors to graduates, and any other academic concerns that may be assigned by the Senate.

(ii) Composition. The Academic Standards Committee shall consist of eleven members: eight faculty members appointed by the Senate, one academic dean elected by the academic deans, one student appointed by the Student Government Association, and the University Admissions Officer. The chairman of the committee shall be elected by the members of the committee.

(iii) Terms. The term for a faculty member of the committee shall be three years, except for the initially-constituted committee, which shall determine by lot that two members shall have one-year terms, three mem-

bers shall have two-year terms, and three members shall have three-year terms. The term of the student member and the academic dean shall be one year.

(d) CURRICULUM COMMITTEE

(i) Functions. The Curriculum Committee shall approve the deletion, modification, or addition of any undergraduate course, shall study and make recommendations to the Senate relative to the termination, modification, or creation of undergraduate degree programs, and shall maintain a continual surveillance of the curriculum of all undergraduate degree programs in the University.

(ii) Composition. (as amended 5-14-75). The Curriculum Committee shall consist of twenty-six members: fourteen faculty members appointed by the Faculty Senate, including seven from the College of Arts and Sciences (three from Humanities and two each from Science and Social Science), one from the School of Home Economics, two from the College of Education, and two each from the Schools of Business Administration and Music; five students, appointed by the Student Government Association; the deans of the College of Arts and Sciences, College of Education and the Schools of Business Administration, Community Service, Home Economics, and Music; and the Vice President for Academic Affairs, as Chairman.

(iii) Terms. The term for a faculty member of the committee shall be three years, except for the initially-constituted committee, which shall determine by lot that four members shall have one-year terms, five members shall have two-year terms, and five members shall have three-year terms. The term of student members shall be one year.

(e) COMMITTEE ON FRINGE BENEFITS (amended to drop "compensation" on 11-8-72)

(i) Functions. The Committee on Fringe Benefits shall have the following functions: (1) to study all possibilities for improving fringe benefits for the North Texas State University faculty and to make recommendations relating to such benefits to the appropriate University agency or official. (Although concern is to be primarily with fringe benefits, these benefits shall be studied in relation to salaries, especially with respect to funds which might be used for fringe benefits or salaries.); (2) to receive and evaluate all suggestions of possible benefits made by individuals and/or groups; and (3) to consult with existing committees working on fringe benefits and compensation within the framework of local chapters of the TACT and the AAUP.

In addition, the Insurance Sub-committee of the Committee on Fringe Benefits shall be authorized and empowered to act for the faculty in negotiations and other dealings with insurance companies and other extra-University agencies in matters relating to insurance.

(ii) Composition. The Committee on Fringe Benefits shall consist of eleven members: eight faculty members appointed by the Senate and three *ex officio* members. The eight appointed members shall represent the eight areas of the University represented in the Faculty Senate, with one member representing each area. All four academic ranks shall be represented in the Committee. *Ex officio* voting members of the committee shall be the Vice President for Fiscal Affairs, the Personnel Director, and a staff member of the University with special competence in the field of insurance to be designated as Insurance Specialist, the last office to be filled by the Faculty Senate.

The Insurance Sub-committee shall consist of from three to five members of the committee, including the Insurance Specialist.

(iii) Terms. The term of a faculty member of the committee shall be three years, except for the initially-constituted committee, which shall determine by lot that two members shall have one-year terms, three members shall have two-year terms, and three members shall have three-year terms.

(f) CHARTER AND BYLAWS COMMITTEE

(i) Functions. The Charter and Bylaws Committee shall propose changes and additions to the Charter which it thinks are needed and make recommendations to the Senate concerning proposed changes introduced by Senators.

(ii) Composition. The Charter and Bylaws Committee shall consist of three Senators appointed by the Senate.

(iii) Terms. The term of each member shall end the day before the June meeting following the expiration of his Senate term.

(g) UNIVERSITY ELECTION COMMITTEE

(i) Functions. The University Election Committee shall conduct and supervise the election of Senators, and any other election assigned to it by the Senate.

(ii) Composition (as amended 5-14-75). The University Election Committee shall consist of five Senators appointed by the Senate. At the time of appointment, the Senate shall designate its chairman.

(iii) Terms. The term of each shall be one year.

(h) COMMITTEE ON CRITERIA FOR PROMOTION *

(i) Functions. The Committee on Criteria for Promotion shall develop University-wide criteria for promotion.

(ii) Composition. The Committee on Criteria for Promotion shall consist of nine members: eight faculty members appointed by the Senate and one *ex officio* member. The *ex officio* member shall be the Associate Vice President for Academic Affairs. One of the eight faculty members shall be appointed at large. Each of the other seven faculty members shall represent one of the following seven areas: Social Sciences and Humanities (exclusive of Art and Speech and Drama). The Committee shall elect its own chairman.

(iii) Terms. The term of a faculty member shall be three years except for the initially-constituted committee, which shall determine by lot that two members shall have one-year terms, three members shall have two-year terms, and three members shall have three-year terms.

(i) FACULTY RESEARCH COMMITTEE

(i) Functions. The Faculty Research Committee shall study and make recommendations to the Senate on policy governing faculty research, implement the policy established by the Senate in the allocation of state-appropriated funds for faculty research, and in the coordination of the University's research effort, carry on diligent efforts to locate and secure non-appropriated funds to support faculty research, and keep all of the faculty informed about funds available for research.

(ii) Composition. The Faculty Research Committee shall consist of ten members: eight faculty members appointed by Senate, the Dean of the Graduate School, who will serve as chairman, and the Vice President for Academic Affairs. At least one faculty member shall be from each of the following academic units: Business Administration, Education, Humanities, Science, Social Science, and Music.

(iii) Terms. The Graduate Dean and the Vice President for Academic Affairs shall be permanent members of the committee. The term of a

* Committee on Criteria for Promotion work was completed when *Policy on Promotion* was adopted 5-3-72.

faculty member on the committee shall be three years, except for the initially-constituted committee, wherein two members shall serve two-year terms, three memebers three-year terms, and three members four-year terms, terms to be determined by lot.

(j) ALUMNI CITATION SELECTIONS COMMITTEE (turned over to the Administration and Alumni Association 11-14-73)

(i) Functions. The Alumni Citation Selections Committee shall recommend criteria for selecting distinguished alumni and select distinguished alumni for citation by the University after considering nominations from the faculty.

(ii) Composition. The committee shall consist of nine faculty members. Eight members shall represent the eight areas represented in the Faculty Senate, with one member representing each area. One additional member shall be selected at large. The committee shall elect its chairman.

(iii) Terms. The term of each member shall be one year.

(k) GRADUATE COUNCIL

(i) Functions. All policies and regulations affecting graduate programs and curricula at North Texas State University shall be formulated by a Graduate Council representing the Graduate Faculty of the University. This Council shall maintain surveillance of all graduate programs to insure that they will be frequently and continually reviewed and re-evaluated. In addition, the Graduate Council shall carry on diligent efforts to strengthen, clarify, and publicize the position of the Graduate School in the region, the state, and the nation.

(ii) Composition. (a) The Graduate Council shall consist of the following personnel: the Dean of the Graduate School, as Chairman; the Vice-President for Academic Affairs; the academic deans of schools and colleges offering graduate degree programs; eight faculty members representing the eight electoral groups of the Faculty Senate; two at-large faculty members chosen by the Faculty Senate from nominees named by the Committee on Committees; and two graduate students selected by the Graduate Student Council.

(b) The eight faculty members representing the senatorial groups shall be elected by Graduate Faculty in each group from among its own members. Groups comprising more than one discipline shall take special care to see that equitable representation is maintained.

(c) The term of each faculty member shall be two years except for the members of the originally constituted Council and as noted under "e" below. All current rotating members of the Council shall serve out their unexpired terms.

(d) Four faculty members shall be elected each spring to take office at the beginning of the following fall semester. To effect a smooth transition, representatives from Groups I, II, V, and VII shall be elected to take office at the beginning of the fall semester of 1970.

(e) The Committee on Committees shall nominate the at-large members to be approved by the Faculty Senate after the election in the various senatorial groups has been held. Of the first two at-large Council members appointed by the Senate, one shall serve a one-year term; the other a two-year term. Terms will be determined by lot. In selecting at-large members to the Council, the following criteria should apply:

(1) Each at-large member shall be a member of the Faculty Senate at the time of his appointment.

(2) He shall be a member of the Graduate Faculty of his department.

(3) He shall, whenever possible, be from a discipline not currently represented on the Graduate Council.

(4) He shall be from a department or school with an active doctoral program.

Section 4. (None originally)

Article V. Meetings and Procedures of the Faculty Senate

Section 1. The regular meeting of the Faculty Senate shall be held at 3:00 p.m. of the second Wednesday of each month from September through June of each year.

Section 2. Written notice must be given the Senators at least three class days in advance of any special meetings.

Section 3. (a) All business to come before the Faculty Senate shall be submitted by the interested party at least one week in advance of all regular meetings to all Senators and the Chairman. This includes committee reports as well as matters proposed by individuals. In cases of emergency, this provision regarding notice may be waived by three-fourths of the Senators attending.
2-11-70 (Appendix A)

(b) The University Committee shall prepare an agenda for each regular meeting of the Faculty Senate consisting of the items submitted in accordance with Article V, Section 3 (a) of the Bylaws and unfinished business from previous meetings. The agenda shall consist of the following segments:

(i) Committee reports—reports or recommendations submitted by committees for Senate action.

(ii) Chairman's or other reports—matters which the Chairman or other officers or committees wish to report or call to the attention of the Senate on which no action is to be taken.

(iii) Old business—items which have previously appeared on the agenda on which final action has not been taken.

(iv) New business—items which have not previously appeared on the agenda.

Within each segment, items shall be taken up in the order listed by the University Committee unless the Senate shall by vote change such order. The agenda shall be distributed to all Senators and the Chairman five days in advance of each regular meeting. The agenda for any special meeting shall be given in the notice of the meeting.

(c) Faculty members attending Faculty Senate meetings may seek recognition by the Chairman to be heard upon matters and issues pertinent to the Faculty Senate's discussions and debates. The Chairman may recognize such faculty members at a time that is consistent with the Faculty Senate's published agenda.

(d) The Faculty Senate shall not transact official business without the presence of a quorum. A quorum shall consist of two-thirds of the voting Senators.

(e) The meetings of the Faculty Senate shall be conducted according to Roberts' Rules of Order.
2-13-74 (Appendix A)

(f) Beginning with the regular Senate meeting of March, 1974, and ending with the regular Senate meeting of December, 1974, (or with any later special December, 1974, meeting, if applicable), the following persons may sit with the Senate at all regular and special meetings with full privileges of membership except the right to vote:

(i) the Vice Presidents for Academic, Fiscal and Student Affairs or their delegates;

(ii) the Academic Deans and the Dean of Admissions and Records;

(iii) six students, to be named by the Student Government Association;

(iv) three classified (non-academic) personnel.

The above-named persons shall not count for purposes of the quorum.

Appendix B

MAJOR STANDING COMMITTEES AND COUNCILS

Beginning with the 1975-76 academic year, the Public Information Office will prepare an annual list of faculty committee personnel. The following listing of major standing committees and councils is, therefore, devoted to a brief description of the duties of each and does not include a list of personnel since committee members are subject to frequent change. An excellent source of general information on faculty committees, including the names of chairmen, is the Faculty Senate Office (phone 2053).

President's Cabinet —includes all Vice Presidents and a limited number of administrative staff designated by the President, serves to advise the President on all major matters of University policy, meets weekly.

Administrative Council —includes all major administrators plus faculty and student representatives; it rarely meets.

Council of Deans —includes all deans, chaired by Vice President for Academic Affairs, serves in advisory capacity to the Vice President, meets semiweekly on Wednesday mornings; one or more Faculty Senate officers may be invited.

Graduate Council —includes elected faculty members and academic administrators; determines graduate policy, graduate faculty, and graduate programs; meets the third week of each month September through June.

Faculty committees with broad and/or major responsibilities include the following:

Academic Affairs (Academic Standards)—major academic policy committee of the faculty Senate.

Athletics—oversees the intercollegiate athletics programs.

Committee on Committees—recommends appointments of faculty members to all committees staffed by the Faculty Senate.

Curriculum—governs undergraduate degree programs and courses, meets the third Wednesday of each month September through June.

Faculty Load—studies and makes recommendations on faculty load assignments.

Faculty Participation in Departmental Governance—oversees adherence to guidelines for faculty participation and makes recommendations for policy changes.

Faculty Research—determines the distribution of organized research funds.

Fringe Benefits—monitors the faculty personnel benefits programs and makes recommendations thereon.

Library—makes recommendations to the Director of Libraries and allocates funds to departments for library acquisitions.

Parking—makes recommendations on parking regulations and assists faculty members with parking complaints.

Tenure (elected)—recommends changes in the tenure policy and hears appeals on matters of tenure and academic freedom.

University Review (elected)—serves as a grievance committee in matters of promotion, salary, and all other matters other than tenure and academic freedom.

Other standing faculty committees include: Campus Clubs, Catalogs and Bulletins, Faculty Senate Charter and Bylaws, Convocations, Disciplinary Readmission, Faculty Senate Election, Fine Arts, Freshman Orientation, Honors Program, International Education, KNTU-FM Radio, Policy Board, Loan Fund, Patents, Pre-Medical Advisory, Radiation Safety, Registration, Residence Appeals, Scholarship, Status of Women, Student Conduct Appeals, Student Publications, Teacher Education Council, United Way, and Faculty Senate University.

Appendix C

POLICY STATEMENT ON ACADEMIC FREEDOM, RESPONSIBILITY, AND TENURE

(Adopted August 20, 1973)

1.00000 FREEDOM AND RESPONSIBILITY

1.10000 Introduction

Institutions of higher education are conducted for the common good, and this common good can be assured only through the free search for, and the free exposition of, truth and understanding wherever and whenever they may be found. The freedoms protected by the First Amendment to the Constitution of the United States are indispensable safeguards to a democratic society. Within the academic community the vigorous exercise of constitutional freedoms, together with freedom to learn and to teach what scholarship suggests is the truth, to question generally accepted tenets, and to publish without fear of reprisal what scholarship has discovered gives vitality to the university. Indeed, without these freedoms the university cannot fulfill its duty to society and, although these freedoms have long been accepted in democratic societies and reaffirmed when tested, they need continuous reaffirmation and recommitment.

In order for these freedoms to endure within the academic environment, however, a concomitant dedication to academic responsibility is also essential. The academic community which asks protection from outside interference in order to perform its mission cannot tolerate actions by its own members which hinder or make less effective the carrying out of that mission.

The right to these freedoms and the demands of academic responsibility apply equally to all those who teach at North Texas State University, tenured or non-tenured, full-time or part-time.

1.20000 Constitutional Freedoms and the University

The constitutional freedoms guaranteed by the First Amendment are enjoyed equally by all citizens under the law. North Texas State University encourages the exercise of these rights as citizens by members of its academic community with the assurance that they will not be subject to institutional censorship or discipline.

When a member of the academic community at North Texas State University speaks or writes as a citizen, however, he must bear in mind that, by his actions, the public will inevitably judge his profession and his institution. To both profession and institution he is, therefore, under obligation at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to make it clear that he is not an official spokesman for the institution.

1.30000 Academic Freedom

Academic freedom is an additional assurance beyond constitutional rights to those who teach and pursue knowledge. Academic freedom is not an absolute. It is recognized and protected in order that members of the academic community may perform a vital function. Academic freedom properly applies to rights of expression pertaining to teaching and research within areas of professional competence.

Academic freedom is the right of members of the academic community freely to study, discuss, investigate, teach, conduct research, and publish as appropriate to their respective roles and responsibilities. It is the policy and responsibility of North Texas State University to assure and protect these rights within the governing framework of the institution.

The faculty member at North Texas State University is, therefore, entitled to full freedom in the classroom to discuss the subject which he teaches and to voice his conclusions concerning the significance of evidence which he considers relevant. At the same time, he has an obligation to acquaint his students with the various scholarly views related to his subject, and he is expected to be judicious in the use of controversial material only as it has a clear relationship to his subject field. The faculty member is also entitled to full freedom in research and in the publication and dissemination of the results therefrom.

1.40000 Academic Responsibility

Academic freedom can only endure when it is accompanied by an equally demanding sense of academic responsibility, shared by governing boards, administrative officers, and faculty.

It is the responsibility of the governing board of the university to establish overall policy, and to interpret the university to the public and the public to the university.

North Texas State University is committed to open and rational discussion as a principal means for the clarification of issues and the resolution of problems. This commitment can only be effective, however, as all members of the academic community recognize their responsibilities to society, to the institution, and to one another. All must play their roles under self-imposed constraints which preserve the fabric of civilized life. All must protect the right of dissent, including dissent from dissent. No one can be accorded the privilege, under any pretext, of exercising self-defined rights at the cost of those rights which by common consent and usage belong to all. The use of physical force, psychological harassment, or other disruptive acts which interfere with institutional activities, freedom of movement on the campus, or freedom of all members of the academic community to pursue their rightful goals, is the antithesis of both academic freedom and academic responsibility. So also are acts which, in effect, deny freedom to speak, to be heard, to study, to teach, to administer, or to pursue research or other scholarly or creative activity.

A primary responsibility of the teaching faculty member at North Texas State University is effective teaching. The academic climate which the University seeks to maintain can only be achieved when members of the faculty regularly and conscientiously meet their fundamental instructional responsibilities—preparing for and meeting their assignments, conferring with and advising students, evaluating fairly and reporting promptly student achievement, and participating in those group deliberations which relate to the development of the instructional program of the institution and to the growth of its students.

No less important is the responsibility of the North Texas State University faculty member as a teacher/scholar to maintain professional competence in his field of specialization and to exercise such competence publicly in lectures, discussions, publications, or other means whereby scholarly and professional stature are demonstrated and may be appraised.

It is the responsibility of administrative officials of the University to promote, protect, and defend academic freedom, and with the assistance of the faculty, to assure that members of the academic community fulfill their responsibilities. In addition, they have special responsibilities for which they are held accountable—namely, the marshalling of human, physical, and financial resources in order to realize institutional goals.

Members of the academic community have the responsibility to provide due notice of their intention to interrupt or terminate institutional services.

2.00000 Tenure

2.10000 General

The goals of North Texas State University center around teaching, research and other scholarly activity, and service, and these goals can be accomplished through the building of a superior faculty. A system of tenure is a valuable aid in attracting persons of ability, in encouraging their retention, and in providing a stable environment in which full effort can be given to teaching and scholarly activity.

Academic tenure is a condition of employment under which termination may be only for adequate cause and as determined by due process. Due process hearings at North Texas State University are conducted by a University Tenure Committee, whose members are elected by the faculty following procedures stipulated by the Faculty Senate.

Tenure, by its requirement of due process hearings, is the only substantive protection afforded for academic freedom. Together with academic freedom tenure is thus essential to the success of the University in fulfilling its mission.

The granting of tenure is the most important decision arrived at in the development of an outstanding faculty. It is a selective process which recognizes the individual as a continuing member of the faculty based on performance during a trial period. The importance of this decision to the University dictates that affirmative action in awarding tenure be taken only when there is no reasonable doubt of the individual's long-term contribution to the goals of the University.

It is of the utmost importance that, particularly during his probationary service, the faculty member be advised and counselled by the departmental chairman concerning his progress toward tenure as marked by annual (or semiannual) evaluations by students, his peers, and the departmental chairman.

2.20000 Criteria for Recommendation for Tenure

Recommendations for tenure are based on critical review of explicit evidence accumulated during a probationary period as to the faculty member's performance in the functions of teaching, research or other scholarly or creative activities, and service.

Quality teaching is a minimum expectation for the granting of tenure and no recommendation for tenure should be made in case of any reasonable doubt.

In a university, members of the faculty must show continuing growth and development through research or writing or other creative activities, and through participation in professional activities of their discipline. A recommendation for tenure must be based on a record of quality performance in this area and, so far as is possible, some indication of long-term motivation and interest.

Outstanding public service related to the mission of the University likewise serves one criterion for recommendation of tenure. It is understood that such opportunities are somewhat restricted in some disciplines.

Balance among these various activities may be expected to vary somewhat from one discipline to another and as a matter of choice between individuals; however, contributions in one area alone will rarely qualify a person for tenure. Thus, scholarly production, even of exceptional quality, will not compensate for indifferent teaching nor will unusually effective teaching compensate for a total lack of scholarly or professional accomplishments manifesting the individual's continuing professional growth and development.

The granting of tenure is the beginning of a second and more long-term phase of professional association. The recommendation must carry with it the assurance, so far as can be determined, that the individual understands the nature of membership in a community of scholars; that he adheres to high standards of integrity and professional ethics; that he has the ability and desire to work as a member of a group while retaining all rights of individual expression; and that he feels a sense of responsibility for the well being of North Texas State University and a commitment to work for the accomplishment of its goals. Criteria mentioned in this paragraph are considerably more nebulous than those found in the paragraphs above. Department chairmen and Personnel Affairs Committees therefore have a greater duty in counseling probationary members to point out, long before the tenure decision is made, any deficiencies *vis-à-vis* criteria in this paragraph that such faculty members are perceived to have, to allow ample time for correction.

2.30000 Guidelines

2.31000 Types of faculty appointments are:

2.31100 Terminal: at any rank, no expectation of reappointment.

2.31200 Temporary: at any rank, not eligible for tenure; renewable at the option of the University.

2.31300 Probationary: as instructor or above only eligible for tenure; renewable at the option of the University; with potential for achieving tenure and full rank, but with no automatic assurance of either. Any instructor who shall be promoted to the rank of assistant professor shall have the time of his service at North Texas State University applied to his probationary period. Time served at another university may not apply.

2.31400 Continuing: with tenure.

2.32000 Only individuals with probationary appointments (2.31300) as instructor or above are eligible for consideration for tenure.

2.33000 Probationary periods

2.33100 Beginning with appointment to the rank of instructor or assistant professor the probationary period shall not exceed six years. If a faculty member has been duly notified of the university's intention not to grant him tenure by the end of the sixth year of his service, he may expect to be retained through a seventh (terminal) year.

2.33200 Beginning with the appointment to the rank of associate professor or professor the probationary period shall not exceed three years.

2.33300 On recommendation of the department and approval by the dean and Vice President for Academic Affairs, the probationary period for a faculty member appointed at the rank of assistant professor or higher may be decreased by the same amount of time that he has served at another institution at the same rank. Any such agreements should be specified in writing at the time of the faculty member's initial appointment. However, each such new faculty member shall serve a minimum probationary period of no less than one year, except as the President of the University may make an exception and recommend immediate tenure.

2.33400 Deferral of a decision on tenure may extend the probationary period by not more than one year.

2.33500 By mutual agreement between the faculty member and the University, appointments on a temporary basis (2.31200) may be made without regard to probationary periods.

2.33600 A faculty member on probationary appointment (eligible for tenure) may, unless otherwise specified in writing at the time of his employment, choose the probationary term from any tenure policy statement in force between the time of his initial employment and the time when a determination of his tenure status is made.

2.34000 Faculty members continue to hold tenure while on sabbatical leave, physically disabled, or on leave of absence from the University; those who resign shall lose their tenure.

2.40000 Procedures

2.41000 Departmental recommendations concerning the renewal of probationary appointments and/or the granting of tenure shall be prepared according to procedures developed by the Office of the Vice President for Academic Affairs and subject to approval by the Faculty Senate.

2.42000 As soon as the departmental recommendation has been put in final form for transmittal to the dean, the departmental chairman shall notify

in writing the faculty members concerned as to the departmental recommendation. Those adversely recommended shall be advised of the procedure for appeal to the departmental chairman and/or departmental promotion and tenure committee. Notification shall be not less than ten days prior to the date of transmittal to the dean in order that departmental hearings may be arranged if desired. Summary reports of such hearings shall be included with the report to the dean.

2.43000 Notification of intention not to reappoint shall be in accordance with the following schedule:

2.43100 Not later than March 1 of the first academic year of probationary service if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months prior to its termination.

2.43200 Not later than December 15 of the second academic year of probationary service.

2.43300 Not less than 12 months before termination of employment after two or more years of probationary service.

3.00000 TERMINATION OF EMPLOYMENT

3.10000 Non-renewal of Term Appointments

3.11000 A faculty member on a term appointment (temporary or probationary) has all the rights of a tenured member of the faculty during the period of his appointment; however, renewal is entirely at the option of the University (except as modified by 3.13000).

3.12000 Renewal of a term appointment is based on a departmental recommendation as approved through administrative channels. The decision is arrived at according to procedures referred to in 2.40000, above, and described in more detail in "Procedures for Recommendation of Tenure" published by the Office of the Vice President for Academic Affairs.

3.13000 A faculty member who alleges that non-renewal of his term appointment was based primarily on his exercise of his academic freedom or his constitutional rights or that the action did not follow established procedures has available all the rights of due process outlined below (3.22000). In such case the burden of proof is upon the faculty member.

3.20000 Dismissal of a Tenured Member of the Faculty

3.21000 Adequate cause for dismissal of a tenured faculty member or of a non-tenured member prior to expiration of a term appointment may be established only by demonstrating professional incompetence, moral turpitude or gross neglect of academic responsibilities as defined in 1.00000. Cases of bonafide financial distress or reduction of institutional programs requiring reduction of faculty may permit exceptions.

In cases of bonafide distress:

3.21100 Faculty members involved should be given appointments in related fields provided they are competent to teach in such areas and such positions are available.

3.21200 Faculty members who can present prima facie evidence of discriminatory treatment or infringement of academic freedom in such emergencies have the right to a hearing before the University Tenure Committee.

3.21300 Any faculty member involved in such a readjustment has the right to reappointment to this previous position if it is re-established within two calendar years.

3 21400 Significant faculty involvement should occur in the initial decision to reduce faculty because of bonafide financial distress or reduction of institutional programs.

3 22000 Due Process for Dismissal

3 22100 Personal Conference. When reason arises to question the fitness of a faculty member, or other circumstances require termination of employment, the departmental chairman or other appropriate administrative officer shall discuss the reason with him in personal conference prior to formal initiation of action. The matter may be terminated by mutual consent at this point; but if agreement is not reached, a departmental advisory inquiry may be requested by the faculty member as detailed below.

3 22200 Suspension of the faculty member from his usual duties prior to or during hearings is justified only if immediate harm to himself or the University is threatened by his continuance. Suspension, however, shall not exempt his claim to full pay and to all privileges and honors accruing to the faculty member from his faculty position.

3 22300 Departmental Advisory Inquiry. The advisory inquiry will be conducted by the departmental tenure committee. The proceedings shall be informal and the protocol will be flexible and personal. The committee will make such inquiry as it deems necessary, and may confer with the parties concerned in its attempts to effect conciliation, adjustment, or compromise. If none is achieved, the faculty member may ask for a hearing before the University Tenure Committee.

3 22400 Hearing by the University Tenure Committee

3 22410 If a faculty member desires a hearing before the University Tenure Committee, he shall write to the President of the University within one month of the close of the departmental advisory inquiry indicating his desire to question termination of employment. The hearing will be conducted by the University Tenure Committee at a time suitable to the parties concerned within a period of two months after the request is made by the faculty member.

3 22420 If the University proposes to dismiss the faculty member for cause as indicated above, the burden of proof to show adequate cause rests on the University. One month prior to the hearing the faculty member will be presented with a statement of charges framed with reasonable particularity by the Vice President for Academic Affairs or his delegate.

3 22430 If the faculty member alleges that his dismissal is based primarily on denial of his academic freedom or constitutional rights, or that established procedures were not followed, the burden of proof rests on him. In this case the faculty member shall prepare a detailed written statement of particulars to be submitted by him to the President of the University one month prior to the hearing.

3.22440 Notice to the parties concerned of the hearing shall specify the time and place, and the procedural rights and privileges to be accorded to each. These shall include the following:

3.22441 Each of the parties may be represented by an academic adviser of his own choosing.

3.22442 The hearing shall be restricted to the principals, their advisers, the witnesses called by the Committee and such observers as the Committee may specifically invite. Each of the principal parties to a due process hearing is specifically entitled to invite a non-participating observer from a recognized educational agency to attend the hearings.

3.22443 Both the parties shall have the right to confront, cross examine, and rebut all witnesses.

3.22444 Each party may submit written briefs, expert opinion and other evidence deemed pertinent.

3.22445 All statements, documents, etc., to be used in these hearings must be made accessible to both parties not less than one week prior to the hearing.

3.22446 The faculty member shall not be required to testify against himself.

3.22447 Only relevant but full and uninterrupted argument by the parties shall be allowed.

3.22450 The University Tenure Committee shall make explicit findings on each of the grounds presented and shall submit a written report to the President and the faculty member simultaneously. If the Committee concludes that adequate cause for dismissal has not been demonstrated it will so report to the President. If the President rejects this conclusion he will state his reasons in writing to the Committee and the faculty member, and will provide an opportunity for response before a final decision is reached.

3.22460 Minority opinions may be filed with the Committee report.

3.22470 A verbatim record of the hearing will be taken and a typewritten copy which includes the conclusions and recommendations of the Committee together with minority opinions will be made available to the faculty member without cost, at his request.

3.22500 If dismissal is recommended by the President he will, on request of the faculty member, transmit to the Board of Regents the record of the case for review. Review by the Board

shall be based on the record of the previous hearings and may include the opportunity for further argument by the principals or their representatives. The recommendation of the Tenure Committee shall either be sustained or the proceedings be returned to the President of the University and to the Tenure Committee with objections specified. In such case, the Tenure Committee shall reconsider, taking account of the stated objections and receiving new evidence if necessary. It shall frame its reconsidered recommendation and communicate it in the same manner as before. Only after study of the Tenure Committee's reconsideration will the Board of Regents render a written decision overruling the Committee.

3.23000 If the faculty appointment is to be terminated, the faculty member, except in cases of moral turpitude, will receive his salary at least for one year or for the period of notice to which he is entitled under these regulations. He will be continued in his duties for that period unless, at the discretion of the President, he be granted a leave of absence with pay.

3.24000 By mutual consent of the parties no public statements may be made concerning the case; however, in any event, public statements shall be avoided so far as possible until the proceedings have been concluded. It is to be concluded. It is to be hoped that neither the University nor the faculty member shall use the result of these proceedings in any manner whatsoever which may bring ridicule, shame, or injury upon the party.

The foregoing statement was adapted or taken directly from documents on academic freedom, faculty responsibility and tenure as follows:

"Policy Documents and Reports of the American Association of University Professors," American Association of University Professors, (1969)

"Statements on Academic Freedom and Responsibility and Academic Tenure," American Association of State Colleges and Universities, (November, 1971)

"Academic Freedom, Tenure and Responsibility for Faculty Members in Texas Public Colleges and Universities," Coordinating Board, Texas College and University System, (1967)

"Statement on Academic Freedom, Faculty Responsibility, and Tenure of the Faculty, Administration, and Board of Regents," North Texas State University, (1969)

Appendix D

UNIVERSITY POLICY ON ACADEMIC PROMOTIONS (Revised November 1974)

I. INTRODUCTION

A. Goals of the University

The goals of a university may be thought of as consisting of certain outputs along with various activities in support of these outputs. These goals are conveniently placed in three groups.

Student-oriented output goals are those which relate to changes that are produced in the identity or character of the student through cultivation of his intellect, his ability to think critically, and his sense of values; and those which train him to do something specific for society or to assume a specific role in society. These goals are accomplished through the teaching function.

A second output of the university is the production of new knowledge or new methods of problem solving, or the creation of new artistic or literary works through research and other creative activity.

A third output is the provision of leadership and services to society which the university is uniquely equipped to give.

Additionally there are certain support goals which enable the university to produce its outputs. Among these are the management and internal service functions which provide a favorable environment and facilitate realization of the goals of teaching, research and service.

B. Faculty Development

It is recognized that the strength of a university resides in its faculty and that development of a strong faculty is essential to realization of the goals of the university. The development of a faculty is accomplished, first, through critical consideration of initial appointment, tenure, and promotion, and secondly, by providing a working environment which is favorable to professional growth.

Initial appointments necessarily must be based on potential for contribution as indicated by academic record and prior experience. University appointments may be considered to fall generally in four categories:

1. Terminal: no expectation of reappointment; at any rank.
2. Temporary: not eligible for tenure; renewable at the option of the University; at any rank.
3. Probationary: eligible for tenure; renewable at the option of the University; as assistant professor or above only; with potential for achieving tenure and full rank, but with no automatic assurance of either.
4. Continuing: with tenure.

The granting of tenure is perhaps the most critical decision involved in faculty development. Approval of tenure is recognition of the individual as a continuing member of the faculty and is based on performance during a trial period which indicates a high probability of long-term contribution to the goals of the university. The decision is based on the same considerations as promotion and must, in addition to professional competence, recognize the requirements for membership in a community of scholars—the necessity for high standards of professional ethics and integrity, and ability and willingness to work as a member of a group while retaining the right of individual expression.

Promotion is recognition of accumulated past achievement and the high probability of continuing success. Promotions and salary increments comprise the principal elements of the reward system of the university.

Thus, while this document addresses itself primarily to the question of policies for promotion, it should be emphasized that similar considerations must of necessity apply to appointments, the granting of tenure, and the fixing of salary increments. It is essential that those at all levels of responsibility consider these decisions critically, with maturity, and with the realization that these decisions are basic to the building of a strong faculty.

II. PROMOTION POLICY

A. General

Institutional goals and purposes are realized primarily through the collective efforts of the faculty. The promotion policy of the university is one instrument for building and maintaining a faculty of the highest possible quality.

Appointment to the faculty as an assistant professor is made principally on the basis of the anticipated potential suggested by academic records, credentials, and perhaps experience, and such appointment carries with it no assurance of future promotion. Rather, it is the policy of the university continuously to evaluate the pool of talent available to it and to retain and promote only those whose potential has resulted in achievement which is clearly outstanding. Thus, promotion is neither routine nor automatic. Promotion is earned; it is based on merit; it is a declaration of the individual's unusual professional success and increasing usefulness to the university.

Not only are promotions based on clearly superior performance, but the measures of superior performance must of necessity become more stringent as the institution matures.

Inasmuch as promotion is not only a recognition of substantial past contributions to the goals of the university but is also a sign of confidence that the individual is judged capable of greater responsibilities and accomplishments, no candidate should be recommended for an associate professorship unless there is an expectation that he will eventually merit a professorship.

B. Criteria

Recommendations for promotion are based on critical appraisal of the contributions of candidates to the goals of the university, and those charged with the responsibility are expected to gather *explicit* evidence on all pertinent factors before making recommendations.

Continuing evaluation of a faculty member will focus on three principal functions: teaching; scholarly, creative, and professional activities; and service.

Quality teaching is a minimum expectation for the granting of tenure and for promotion. No recommendation should be forthcoming in case of any reasonable doubt.

If a university is worthy of its name, the members of the faculty must show continuing growth through research or writing or other creative activities, and through participation in the professional activities of their disciplines. Quality as well as quantity of effort must be judged. Such growth and development must be evidenced for all promotions.

Opportunities for public service vary considerably from one discipline to another and indeed may not be available in some areas. Thus, public service cannot be expected of all members of the faculty. In any case, however, public service should be related to the mission of the University in order to serve as a basis for promotion.

Service to the department, college, and university is expected of all members of the faculty in developing and implementing the instructional program. It is the policy of the University to recognize exceptional service of this nature but such service will not ordinarily serve as a primary basis for promotion.

Outstanding achievement, an absolute essential for promotion, implies that the candidate is clearly superior in at least one area of his contributions to the university; but outstanding contribution in one area alone will not qualify an individual for promotion. Balance among the primary factors will vary from one discipline to another and, as a matter of choice, interest and talent, from individual to individual; but balance implies some breadth rather than narrowness. Thus, effective teaching is a highly prized quality in members of

the faculty, and scholarly or artistic production, even of exceptional quality, when combined with indifferent teaching will not qualify an individual for the higher ranks. At the same time, unusually effective teaching or an unusually large contribution to the university's well-being cannot compensate for a total absence of accomplishments (scholarly, creative, professional) which demonstrate the candidate's continuing professional growth and vitality.

The doctorate is expected generally for appointment as assistant professor or at a higher rank. It is recognized, however, that in some disciplines (e.g. creative or performing arts) professional achievement and recognition may serve in lieu of the doctorate. Likewise, nationally recognized eminence in a field in which a doctorate is ordinarily expected might also serve.

The responsibility of the university for building a faculty of the highest quality is accompanied by a commensurate responsibility for maintaining such a faculty through just recognition and encouragement of achievement. Thus, while insisting on high standards for promotion, it is at the same time the policy of the university to promote faculty members as rapidly as possible in the light of their individual contributions. The University does not specify any fixed minimum time in rank as a criterion for promotion. It does insist that the performance which merits promotion be not only superior but demonstrated on a continuing basis. Thus, promotions with less than three or four years in rank must be considered most unusual. Length of service *per se* cannot be a basis for promotion.

As is the case in the granting of tenure, recommendation for promotion should carry with it the assurance that the individual understands the nature of membership in a community of scholars, that he adheres to high standards of professional ethics and integrity, and that he has the ability and the desire to work as a member of a group while retaining all rights of individual expression.

A recommendation for promotion is normally strengthened when it is accompanied by a consistent recent history of above-average salary increases.

III. EVALUATION

A. General

An evaluative process is essential to decision making generally, and accumulated systematic annual evaluations of the faculty constitute the information base used in arriving at decisions regarding tenure, promotions and salary increments. These evaluations have the added value of keeping the individual faculty member informed of his performance and progress. It is essential that the peer evaluations referred to in this document (see C-1 below) be considered in making decisions regarding tenure and salary increments as well as promotions.

Evaluation of a faculty member's contribution to the goals of the University focuses on his performance in the three functions of teaching, research, and service. His performance must be judged by his colleagues who are engaged in similar activities. Evaluation by the departmental chairman* is essential since the chairman is responsible and accountable for the progress and development of the department. Students *are* in a unique position to evaluate teaching and the use of student input in this area as a basis for evaluation by colleagues and the chairman is considered by the University to be essential.

By their very nature academic activities are not as suited to objective, quantitative appraisal as might be desired, and yet at the same time decisions must be based on as explicit evidence as can be obtained. Accumulated peer evaluations comprise a major part of this evidence. The evaluations which result are a collection of subjective judgments, and the study of such judgments by a group of peers has validity. The comparison of performance and the recording of evaluations may be facilitated by the use of rating scales. Caution should be exercised in the use of such ratings to develop quantitative

*It will be understood in this document that "departmental chairman" may also refer to deans who serve as chairmen of departments or schools.

measures of faculty performance since the numerical results may imply greater validity than is justified by the original data.

In the final analysis success in arriving at rational decisions concerning appointments, tenure, promotion, and salary increments depends on the wisdom and good judgment of those who evaluate and make recommendations, and those judgments inevitably are subjective.

B. Policy

1. Each faculty member shall be evaluated annually by a group of his peers, which may, in a small or medium-sized department, be the tenured faculty acting as a committee of the whole or, in a large department consist of an elected committee of tenured faculty. (Personnel Affairs Committee).**
   a. The process of evaluation shall focus on teaching, research or other scholarly or creative activity, and service.
   b. No faculty member shall evaluate himself.
   c. The departmental chairman may participate in the peer evaluative process on the invitation of the departmental faculty.
   d. In the evaluation of teaching, substantial consideraton must be given to systematic student evaluation.
   e. Newly appointed faculty members shall be evaluated at the end of the first and second semesters of service.
   f. Summary results of evaluation must be made known annually to those evaluated.
2. The departmental chairman is to prepare for the dean and Academic Vice President a narrative statement of evaluation for each faculty member.

C. Procedures for Evaluation

1. Peer evaluations
   a. The faculty member fills out *Personnel File Information Form* to update his record files with the departmental chairman.
   b. The departmental chairman completes the personnel file for each faculty member which will include:
      Professional Record Forms
      annual updates (a. above)
      accumulated results of peer evaluations
      accumulated summaries of student evaluations
      any other supporting information
   c. Each member of the Personnel Affairs Committee will prepare an evaluation for each faculty member (excluding himself) reporting on an instrument which results in ratings on a graduated scale and using as an information base the faculty file (1-b, above). This set of evaluations together with any summaries derived therefrom will become a part of the faculty file.
   d. Peer evaluation of the chairman as a faculty member shall be sent directly from the PAC to the dean.
2. Chairman's evaluation
   The departmental chairman, using the faculty file (1-b and 1-c above), will prepare an evaluation for each faculty member, for the dean and Vice President for Academic Affairs consisting of:
   a. A completed rating instrument as referred to in 1-c, above
   b. A narrative statement of evaluation

IV. PROCEDURAL GUIDELINES FOR PROMOTION

A. General

Recommendations for promotion and the burden of justification for the promotion are the responsibility of the department. The importance of this decision calls for critical analysis

**See "Policy Statement on Departmental Personnel Administration."

and responsible decision at all levels. The recommendation of the department must represent an unequivocal decision with doubtful or borderline cases not being recommended. Failure to exercise critical judgment simply shifts the decision-making process to other levels and results in frustration for those involved. Continuing failure to secure approval for recommendations at higher administrative levels should be cause for re examination of departmental criteria in conference with the dean or Vice President for Academic Affairs.

The departmental chairman is reponsible and accountable both to his faculty and to the University administration for the well-being, progress and development of the department. An important part of his duties is, with the advice and counsel of the faculty, to prepare recommendations which will recognize those who are making the greatest contribution to the department and the University and who are clearly qualified for promotion.

The Promotion and Tenure Committee* is to screen nominations and recommend those qualified for promotion, and to serve as an advisory group to the departmental chairman in the preparation of the departmental report.

Review by the dean is concerned with adequacy of the evidence and some uniformity of expectation of achievement between departments. Because of differences in individuals and between departments, it is not expected that each department will maintain the same distribution in ranks.

Review by the Vice President for Academic Affairs likewise is concerned with adequacy of evidence and some uniformity of expectation of achievement. Similarly, differences in distribution between colleges and schools are to be expected.

8. Preparation of Departmental Recommendation for Promotions

While some flexibility must be left to the department in the implementation of details, the following outline is recommended. Other procedures are permissible provided they are consistent with the spirit of these recommendations.

1. Members of the Promotion and Tenure Committee and the departmental chairman shall review the file for each faculty member and nominate individuals for consideration for promotion.
2. Members of the Promotion and Tenure Committee who are nominated for promotion shall be disqualified from participation in discussions and decisions concerning their own promotions.
3. The committee, using the faculty file, shall study all nominations, shall certify to the departmental chairman those who are unequivocally qualified for promotion based on the three major areas of activity, and shall prepare a narrative statement of justification for its action on each person nominated.
4. The departmental chairman, with due consideration of the committee report, shall prepare a tentative departmental recommendation with a statement of justification for his action on each person certified by the committee. This tentative departmental recommendation may or may not include all those certified by the committee and may request the committee to reconsider any persons nominated but not certified.
5. The departmental chairman and the committee shall discuss the tentative recommendation with a view to resolution of any differences.
6. The departmental chairman shall prepare the final departmental report which will include:
   a. Recommendations for promotion, listed in priority order. (The final recommendation may or may not include all of those certified by the committee, but must be restricted to those certified.)
   b. Chairman's narrative statement of justification (4, above).
   c. Accumulated summaries of peer and student evaluations.
   d. Committee report (3, above).
   e. Chairman's and committee's statements regarding any unresolved differences.

*See "Policy Statement on Departmental Personnel Administration."

7. The departmental chairman shall notify the faculty of the departmental recommendation sufficiently in advance of the date of transmittal to the dean that any faculty member not recommended may discuss his case with the chairman and/or the committee and secure a hearing if desired. Summary reports of such hearings shall be included with the departmental report.
8. The chairman shall transmit the departmental recommendation and supporting documentation to the dean.

C. **The dean shall**:
1. Evaluate the case presented by each department for each individual.
2. Prepare the recommendations of the college in priority order which may or may not include approval of all those recommended by a department.
3. Discuss and note exceptions with departmental chairmen.
4. Forward complete report to the Vice President for Academic Affairs.

D. **The Vice President for Academic Affairs shall**:
1. Review the case of each individual.
2. Prepare a list of those to be recommended to the President.
3. Discuss with the deans exceptions to the dean's recommendations.
4. Notify those faculty members recommended by the department whose promotions were not approved. The faculty members may request the reasons for disapproval. With the consent of the faculty member, the reasons for disapproval of promotion by a dean or by the vice president shall be transmitted in writing to the departmental chairman and the chairman of the department promotion committee.
5. Forward final recommendation to the President for transmittal to the Board of Regents for final approval.
6. Notify faculty members of final action.

Appendix E

GUIDELINES FOR FACULTY PARTICIPATION IN INSTRUCTIONAL UNITS (1969) AND POLICY STATEMENT ON DEPARTMENTAL PERSONNEL ADMINISTRATION (1973)

GUIDELINES FOR FACULTY PARTICIPATION IN INSTRUCTIONAL UNITS (1969)

Because the strength of any university resides in the quality of its faculty, it is imperative that this strength be utilized to its fullest capacity. To achieve this aim, each faculty member must be able to express himself in an atmosphere that is receptive to individual opinion and that encourages the free exchange of views. Only in such an atmosphere can a university flourish and develop its potential. The existence of a democratic atmosphere, however, is possible only when each faculty member feels that he is a participant in the activities of his unit and that the administration of his unit, as well as that of the university as a whole, is interested in his contribution to university and departmental governance. To this end, the implementation of faculty participation at the department, division, and school levels is a necessary, and perhaps inevitable, step in the evolution of a university. It is to be understood that participation also involves the assumption of individual and collective responsibilities for the orderly administration of the university at all levels.

Faculty participation below the university-wide organization calls for a variety of patterns indicated by the sizes of the instructional units and by their academic demands, and by the professional needs of the faculty members involved. Any plan for faculty participation at these levels must take this need for variety and flexibility into account. It should be broad enough and flexible enough to accommodate the variation and experimentation which are essential to an emerging university. In small departments and divisions the entire faculty may operate, if it wishes, as a committee of the whole. In larger units, however, a more elaborate structure may be required.

If a plan for faculty participation is to have meaning, safeguards for democratic procedures within the university structure must be assured, while the necessity for flexibility is also taken into consideration. Therefore, such a plan should concentrate on certain fundamental controls and procedures and should leave structural details to the unit faculties concerned. The controls and procedures summarized below are hereby initiated in order to facilitate faculty participation in university governance at the departmental, divisional, and school levels, and, at the same time, provide flexibility to permit full variation among units with differing interests and requirements.

1. The term "department" shall refer to departments in the College of Arts and Sciences and in the School of Education, to divisions in the School of Business Administration and the Department of Education, to the School of Business Administration as a whole, to the School of Music, and to the School of Home Economics; and it will include new departments and divisions when such are created in the College of Arts and Sciences or in any of the professional schools.
2. In the case of departments only, the term and concept of "director" shall be abandoned and replaced by the term and concept of "chairman."
3. All full time faculty members of each department, except those who are working on a degree at NTSU, will be eligible to vote on all matters brought to a full departmental vote.

4. The chairman is the chief executive officer of the department. In his administrative capacity, it is his task to carry out with the advice and counsel of the departmental faculty the administrative and educational policies of the department and the university. His duties include such responsibilities as presenting budgets, appointments, promotions, severances, courses, and schedules for approval by the administration. His authority is exercised with the assistance of departmental committees established according to the regulations stipulated subsequently in these guidelines. In making recommendations to the administration, the chairman if requested by the faculty members involved shall report the final numerical results of departmental or relevant committee voting on contested issues. Members eligible to vote on the matter at hand may request to see the chairman's recommendations. Dissenting opinions shall be filed at the request of the dissenting faculty member(s).

5. Departmental chairmen (excluding chairmen of the divisions stipulated in section 1 and academic deans) shall be appointed by the Board of Regents upon recommendation by the President of the University from recommendations made by the Vice President for Academic Affairs and the appropriate dean from nominee(s) submitted by the departmental faculty. The procedure for selection of a new chairman (including chairmen of the divisions stipulated in section1) shall include a search committee elected by the department involved to work with the administration. In cases of small departments and divisions, the entire unit may serve as the search committee. In cases where the chairman is nominated from within the department, then prior to transmission of the recommendation(s) the acceptability (as opposed to preference) of the nominee or nominees to the members of the department shall be determined by a secret and confidential balloting of the department, the sealed ballots to be mailed to the appropriate administrative official.

6. All academic deans shall be appointed by the Board of Regents upon recommendation by the President of the University after advice and consultation with the appropriate faculty.

7. Elected departmental committee(s) shall participate in decision making in the following areas: academic planning, tenure and promotion, recruitment and selection of new members, salary, review of grievances, and any other matter considered critically important by the departmental faculty. Each department shall have an elected Executive Committee, at least half of whom shall come from the upper two ranks. In cases where a department does not have five Professors and Associate Professors, the Vice-President for Academic Affairs shall work with the department in establishing an Executive Committee. The chairman of the department shall serve as the Chairman of the Executive Committee. In the case of the Promotion and Tenure Committee, the membership shall be drawn from the ranks of tenured Professors and Associate Professors.

   In departments where the total membership of these two ranks is seven or less, all tenured Professors and Associate Professors shall serve on the Promotion and Tenure Committee. In departments where the membership of these two ranks is eight or larger, the Promotion and Tenure Committee shall consist of five elected members who have tenure and who are drawn from these two ranks. In cases where a department may have fewer than five tenured Professors and Associate Professors, the Vice President for Academic Affairs shall work with the departmental faculty in establishing the Promotion and Tenure Committee, holding to the ideals of these guidelines. Each department shall also have any other elected committees deemed necessary by the department. Committee composition shall provide appropriate representation of the various ranks, where applicable.

8. All elected faculty committees shall be selected by secret balloting of the departmental faculty. Elections for standing committees shall be held during a fall or spring semester.

9. Regular meetings of the entire departmental faculty must be held at least once each semester. Meetings also may be called by the chairman or upon the request of one-

third, but in no cases less than two, of the departmental faculty. Corrected minutes, including minority reports and exceptions, shall be distributed to all members of the department and forwarded to the appropriate dean, to the Vice President for Academic Affairs, and to the President of the University.

10. The departmental faculty may bring any issue affecting the unit to a vote by petition of one-third, but in no cases less than two, of the departmental faculty.

11. Upon the full implementation in each department of the "Guidelines for Faculty Participation in Instructional Units," the Secretary of the departmental Executive Committee shall inform the Secretary of the Faculty Senate, who shall note the fact in his minutes and inform the appropriate dean, the Vice President for Academic Affairs, and the President of the University that the guidelines have been fully implemented in the department.

12. The President of the University and the Vice President for Academic Affairs shall be responsible for establishing the procedures, criteria, and calendar for periodic departmental review and evaluation. This review will assess the operation of the department, its leadership, its progress, the quality of its faculty and their activities, and its contribution to the wider community. Once the procedures, criteria, and calendar for departmental review have been established, consideration of a special review may also be given at any time upon the request of at least one-third, but in no cases less than two, of the full-time departmental faculty.

13. Two years after the publication of these guidelines, and periodically thereafter, the Faculty Senate will be asked to review the policies contained herein and make recommendations to the President for such changes as are deemed necessary.

POLICY STATEMENT ON DEPARTMENTAL PERSONNEL ADMINISTRATION (1973)

The following statement seeks to clarify the respective roles of the faculty and department chairmen in the administration of teacher-related personnel affairs in instructional departments. The underlying principles are contained in "Guidelines for Faculty Participation in Instructional Units" (*President's Bulletin* No. 10, July, 1969), the pertinent provisions of which are summarized below.

(1) The chairman is the chief executive officer of the department (Sec. 4).

(2) The authority of the chairman is exercised with the assistance of departmental committees (Sec. 4).

(3) Elected committee(s) shall participate in the formulation of recommendations on appointments, promotions, tenure, and salary (Sec. 7).

(4) In small departments and divisions the entire faculty may operate, if it wishes, as a committee of the whole (Preamble, paragraph 2).

It is believed that at this time in the development of the University the academic departments require strong and effective leadership from department chairmen. It is therefore expected that, although recommendations relating to faculty will be formulated only after appropriate consultation with peers, the ultimate responsibility for departmental personnel recommendations must be delegated to the chairman. The department chairman has a dual responsibility, both to the university administration and to the faculty of his department, for the health, well being, and progress of his department. He is accountable to the university administration through annual evaluation by the dean and to his department through periodic reviews of the entire departmental operation.

It is also believed that the individual faculty member has a right to know the basis on which and the manner in which decisions affecting his professional life are made.

In order to clarify the role of the department chairman, therefore, the following explicit expectations are outlined:

(1) The department chairman, in carrying out his personnel administration responsibilities, *must* secure the advice and counsel (and hopefully, though not necessarily, the concurrence) of his departmental faculty through elected committee(s) (or committee of the whole).

(2) If, in formulating recommendations to the dean, the department chairman finds that his conclusions differ materially from those of a committee, it is expected that he will discuss the matter with the committee and seek a resolution of the differences. If such differences cannot be resolved, the chairman is expected explicitly to call attention to these differences, and to the reasons therefor, in his recommendations to the dean.

Furthermore, in preparing recommendations to the Academic Vice President, the dean, if he proposes to modify any recommendation of a department chairman, is expected first to discuss the matter with the chairman and attempt to reach an agreement. If such agreement is not reached, the dean is expected to note this fact, and the reasons therefor, in his recommendation to the academic vice president.

Likewise, in preparing recommendations to the President of the university, the Vice President for Academic Affairs, if he proposes to modify recommendations prepared by a dean, will first discuss the matter with the dean and attempt to reach an agreement. If such an agreement is not reached, the Vice President will note this fact, and the reasons therefor, in his recommendation to the president.

(3) Prior to transmittal of his recommendations to the dean, the department chairman is expected to inform each faculty member of those recommendations relating to him.

(4) Department chairmen are expected to include with their recommendations to the dean (and deans to the Vice President) all relevant written recommendations received from committees and the documentation therefor.

Since decisions on appointments, tenure, promotion, and salary increments must all be based on the actual or potential contributions of individuals to the goals of the University through teaching, research and other creative activity, and service, it is logical to charge a *single* committee within each department with the responsibility for peer evaluation and for counseling with the department chairman concerning those decisions based on peer evaluations.

It is, therefore, requested that there be established in each department a Personnel Affairs Committee responsible for annual peer evaluation and for counseling and advising the chairman concerning appointments (and terminations) and salary matters, and a committee drawn from the Personnel Affairs Committee charged with the responsibility for counseling and advising the chairman regarding matters of promotion and tenure. It is recommended that the personnel committee consist of perhaps 5 - 9 members elected from the tenured faculty with at least one-half from the ranks of professor and associate professor. It is further recommended that the Promotion and Tenure Committee consist of the professors and associate professors from the personnel committee excluding the departmental chairman. Small or medium-size departments, of course, may elect that the total tenured faculty function as a personnel committee of the whole, subject, however, to the proviso that the membership of the committee thus constituted consist at least half of professors and associate professors. It is recommended in addition that the department chairman be chairman, *ex officio*, of the Personnel Affairs Committee without, however, participating in the peer evaluative process. The Promotion and Tenure Committee should elect a chairman from its membership.

Departments are at liberty to vary somewhat from the foregoing guidelines for establishing a Personnel Affairs Committee so long as the essential spirit is maintained—that there be a single entity within the department responsible for peer evaluations and that the evaluations prepared by this committee be used by the department chairman

and the advisory committees as basic input in arriving at decisions regarding appointments, tenure, promotions, and salaries. Indeed, existing committees within departments (executive committees, perhaps, or others) may already be appropriately structured, or require only minor modification, to function as a personnel committee.

Shown below is a brief statement of responsibilities and relationships. Details are to be found in the separate policy documents.

Appointments

1. Both the department chairman and members of the Personnel Affairs Committee may (as well as the faculty generally) nominate candidates.
2. The committee is to screen candidates and approve a list of acceptable candidates with an indication of preference.
3. The chairman is to list candidates in priority order and consult with the committee.
4. The chairman is to secure concurrence of the dean and proceed to contact candidates.

Tenure

1. The Promotion and Tenure Committee is to prepare for the departmental chairman a recommendation concerning each non-tenured faculty member who is completing a probationary period.
2. The departmental chairman is to prepare the departmental tenure recommendation (which may or may not agree in all details with the committee report), consult with the committee, and forward the final recommendation to the dean.

Promotion

1. Both the departmental chairman and the Promotion and Tenure Committee may nominate candidates for promotion.
2. The Promotion and Tenure Committee is to send to the departmental chairman a documented listing of those it considers unequivocally qualified for promotion.
3. The departmental chairman is to prepare the departmental recommendation for promotions (which may or may not include all those recommended by the committee), counsel with the committee, and forward the final recommendation to the dean.

Salaries

1. The departmental chairman, using the Personnel Affairs Committee evaluations, his own evaluations, and the faculty file, is to initiate a proposed schedule of salaries and forward the recommendation to the dean.

Appendix F
PERSONNEL FILE INFORMATION
(Faculty Update Sheet)

NORTH TEXAS STATE UNIVERSITY

Department of _____

Personnel File Information

_____, 19___ -- _____, 19___

Name_____Rank_____

University and Public Service

Service to University (committee or other special assignment)_____

_____

_____

Service to College/School (committee or other special assignment)_____

_____

_____

Service to Department (committee or other special assignment)_____

_____

_____

Service to the public (community or other)_____

_____

Service to students (other than normal advising)_____

_____

Research, Creative, and Other Scholarly Activities

Publications (articles, books, etc.)_____

_____

Scholarly or creative activity not necessarily resulting in publication_____

_____

_____

Participation in professional organizations (papers read, offices held, panel membership, other travel, etc.)

_____

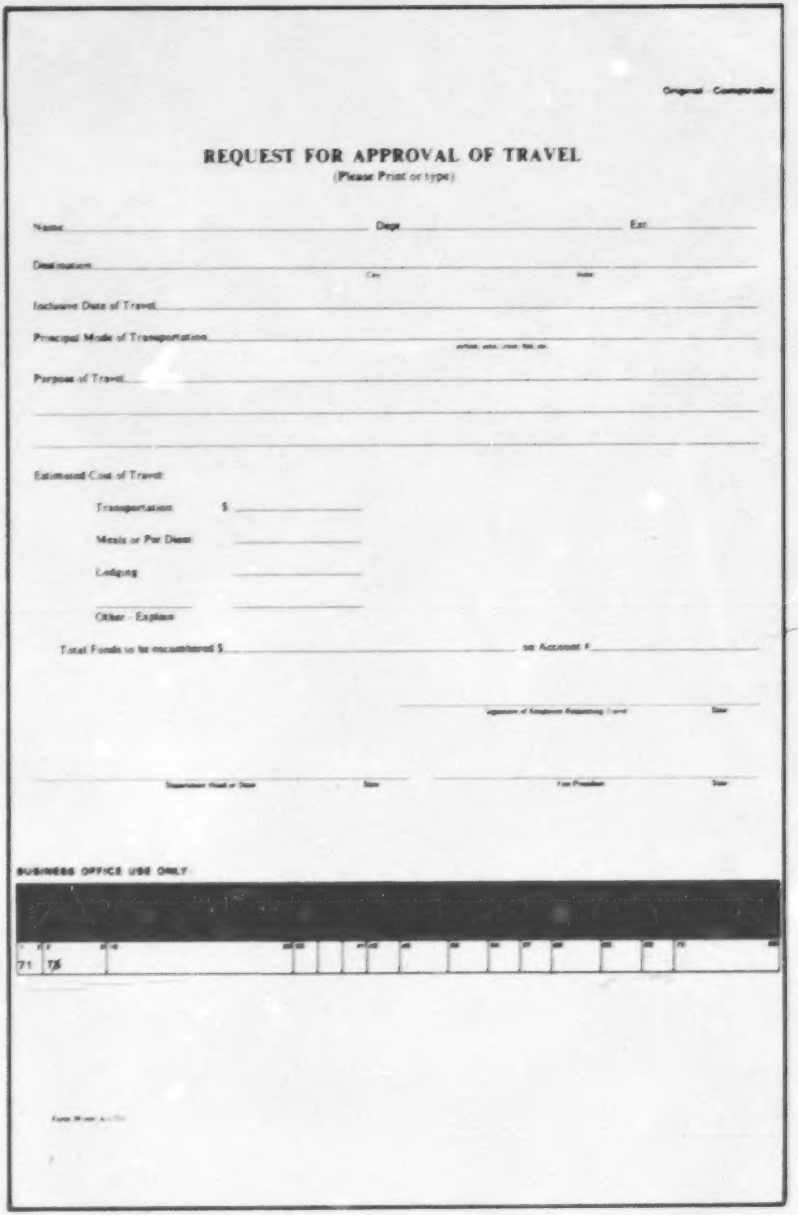
_____

Other activities contributing to your professional growth or to the development of the University

_____

_____

Appendix G
REQUEST FOR APPROVAL OF TRAVEL



Original - Comptroller

REQUEST FOR APPROVAL OF TRAVEL
(Please Print or type)

Name _____ Dept _____ Ext _____

Destination _____
City State

Inclusive Date of Travel _____

Principal Mode of Transportation _____
airline, auto, train, bus, etc.

Purpose of Travel _____

Estimated Cost of Travel:

Transportation $ _____

Meals or Per Diem _____

Lodging _____

_____ _____
Other - Explain

Total Funds to be encumbered $ _____ on Account # _____

_____ _____
Signature of Employee Requesting Travel Date

_____ _____ _____ _____
Department Head or Dean Date Vice President Date

BUSINESS OFFICE USE ONLY

| | | |

Appendix H
TRAVEL VOUCHER

Comptroller's Voucher No.	Fund No.	Dept. No.	Appropriation No.
		752	

Expenditure Account No.			
Comptroller's		Departmental	
Acct. No.	Amount	Acct. No.	Amount
25			

Form 6-E-01
Rev. 2-65
Art 4344a R.C.S.

STATE OF TEXAS
TRAVEL VOUCHER

AMOUNT

Pay to _____

Address _____

State Agency NORTH TEXAS STATE UNIVERSITY

DESIGNATED HEADQUARTERS DENTON, TEXAS

DATES COVERED BY THE ACCOUNT FROM _____ TO _____
(Both dates inclusive)

Departmental Voucher No. _____ Warrant No. _____

EMPLOYEE TO KEEP EXTRA COPY FOR INCOME TAX PURPOSES
(Accounts 1xxxx to 6xxxx must be submitted to Business Office in duplicate – Accounts 9xxxx to 9xxxx original only)

DISTRIBUTION	Amount
FARES—PUBLIC TRANSPORTATION—TAXI (attach receipts)*	
PERSONAL CAR MILEAGE ..... Miles @ [redacted]	
PER DIEM ALLOWANCE and/or MEALS & LODGING	
OTHER TRAVELING EXPENSE (Itemize)	
TOTAL	

I certify that the above account above rendered totaling $ _____ is true, correct and unpaid.

_____
Signature of Claimant

Agency Approval

BUSINESS OFFICE SIGNATURES ONLY

Account Holder _____ Date Approved for Payment _____ 19 ____
Name Title

Dept. Head _____
Name Title Name Title

President or Vice-President _____
Name Title Name Title

NOTE: Do not charge such items as miscellaneous, incidentals or unauthorized expenses, as they will not be approved by this Department.
Sign all copies.

Appendix H
(Continued)

TO BE FILLED OUT BY PERSONS CLAIMING PER DIEM ALLOWANCE IN STATE

LEAVE HEADQUARTERS				ARRIVE HEADQUARTERS				DAYS ON TRAV	AMOUNT	LEAVE HEADQUARTERS				ARRIVE HEADQUARTERS				DAYS ON TRAV	AMOUNT
Date	Hour	Min	m	Date	Hour	Min	m			Date	Hour	Min	m	Date	Hour	Min	m		
1				1						17				17					
2				2						18				18					
3				3						19				19					
4				4						20				20					
5				5						21				21					
6				6						22				22					
7				7						23				23					
8				8						24				24					
9				9						25				25					
10				10						26				26					
11				11						27				27					
12				12						28				28					
13				13						29				29					
14				14						30				30					
15				15						31				31					
16				16						Total Claimed for In State allowance									

TO BE FILLED OUT BY PERSONS ON ACTUAL EXPENSE IN OR OUT OF STATE

DATE	MEALS	LODGING	TOTAL	DATE	MEALS	LODGING	TOTAL	DATE	MEALS	LODGING	TOTAL	TOTAL MEALS & LODGING
*Total claimed for actual expenses												

DATE	RECORD OF TRANSPORTATION AND DUTIES PERFORMED	Total Daily Mileage

*Use a continuation sheet, if necessary. (Plain bond paper)

Appendix I
REQUIRED TEXTBOOKS
(Textbook Adoption Form)

REQUIRED TEXTBOOKS

Department of _____

Return to University Store by _____

UNIVERSITY STORE

Listed below will be found all courses to be offered by my Department for the _____ Semester.

Business Office Use	COURSE NUMBER	AUTHOR	TITLE	EDITION	PUBLISHER	DEPT. USE	PRICE

SF 12

NORTH TEXAS STATE UNIVERSITY
Hourly/Task Authorization

Department Title _____ Account Number _____ Date _____

Card	Social Security Number	Departmental Account Number: G/L	Dept. Acct.	B/L	Obj. Cl.	For Pay Card Use Only: AA	Name: Last · First · Middle	Date Begin: Mth.	Day	Year	Date End: Mth.	Day	Year	Hourly (Task) Rate	Leave Blank To Be Completed By Payroll Department: Account for Source of Payment	PR No.
080																
080																
080																
080																
080																
080																
080																
080																
080																
080																
080																
080																
080																
080																
084																
086																

Recommended/Approved

Key Punched · Date _____ Department Head · Date _____ Dean or Director · Date _____ Personnel Office · Date _____

Key Verified · Date _____ Vice-President · Date _____ President · Date _____ For Vice-President, Fiscal Affairs And Treasurer · Date _____

PAYROLL

Appendix K
AUTHORIZED CLASS ABSENCE FORM

AUTHORIZED CLASS ABSENCE

1. All travel by students off the campus for the purpose of participation in athletics, music groups, AFROTC activity, dramatics, exhibitions, debate, student government, conventions, and field trips must be authorized by the dean of the school or college of the sponsoring department.

2. Absence lists should be approved by the department chairman and sent to the office of the dean **in advance** of the travel date; men and women will be listed on separate sheets.

3. Sponsors must report to the student deans all students listed who did not make the trip.

4. Upon return from each trip, students will obtain authorized absence cards from student deans for presentation to instructors of classes missed.

Purpose of Trip _____

Departure Time _____ (date and hour) Return _____ (date and hour) Mode of Travel _____

Itinerary _____

Temporary Addresses of Party _____

Sponsoring Department _____ Signed _____ (Faculty Sponsor) date

Signed _____ (Department Chairman) date Signed _____ (Dean) date

STUDENT LIST
(Men and women must be listed on separate sheets.)

Form 34 rev. 10-69

Appendix L

GRADE APPEALS PROCEDURE
(April 1974)

Preamble:
North Texas State University does not have presently a firmly established and precisely worded procedure by which an undergraduate student may appeal a course grade which the student believes was inequitably awarded, especially one which the student thinks violates an instructor's own grading standards. Therefore, the Academic Affairs Committee recommends to the Faculty Senate the adoption of the following academic appeals system and the subsequent publishing of all details of said system in the Student Handbook, and the circulation of copies of the established procedures to all departments of the University.

1. Any student who believes that a grade has been inequitably awarded should first contact the instructor who awarded the grade in order to discuss the issue and attempt to resolve the differences. Any instructor no longer associated with NTSU at the time of the appeal will be represented in these proceedings by the chairman of the department in question. A student not in residence the semester following the awarding of the grade or a resident student who is unable to resolve the differences with the instructor has 30 days following the first class day of the succeeding semester to file a written appeal with the chairman of the instructor's department, or of the equivalent administrative unit.

2. The chairman may follow any of the four procedures below, or a combination of them.
   a. He may confer with the instructor, or
   b. He may request that the instructor submit a written reply to the student's complaint, or
   c. He may conduct a meeting of the two parties, or
   d. He may refer the case directly to the appropriate departmental committee, as outlined below.

   In following either procedure a, b, or c above, the chairman should make a judgment on the merits of the case and recommend a specific action in regard to the disputed grade. Either the student or the instructor may appeal the recommendations of the chairman.

3. The appropriate departmental committee to hear cases sent directly to it by the chairman or appealed to it by either the student or the instructor shall be constituted as follows and shall perform the following duties:
   a. It shall be an *ad hoc* committee consisting of two faculty members from the department in which the grade is being questioned, one of those members to be chosen by the student and one to be chosen by the instructor. If either party to the dispute declines to choose a member of the committee, the department chairman will select that member. The third faculty member of the committee, who shall serve as chairman, will be chosen either from within or without the department by agreement of the student and the instructor. If they cannot agree upon this third member, the member shall be chosen by the chairman of the department, with the proviso that the student and the instructor may agree to stipulate that the third member of the committee be chosen from a related department rather than the department in question.
   b. This *ad hoc* committee should require written statements from each participant in the dispute. Judgments may be rendered upon the basis of these statements, upon other evidence submitted in support of the statements, and upon the basis of an oral hearing, if such a hearing seems necessary.

c. The committee must make a recommendation for disposition of the case within 30 days of its appointment.

d. All records in the case will be filed with the department chairman of the department in which the grade was originally awarded.

4. Either party to the dispute has 15 days following the rendering of the *ad hoc* committee recommendation to appeal that recommendation to the dean of the respective college, if the appeal is based solely upon alleged violations of established procedures. Substantive matters, up to and including the refusal of the instructor to act in accordance with the *ad hoc* committee's recommendation or the student's refusal to accept the verdict, may not be appealed to the dean.

5. The dean of the college in question shall after a review of the submitted written materials (and oral hearings if desired) make within 15 days a ruling about procedural questions. Said ruling may be appealed by either the student or the instructor to an *ad hoc* committee composed of three faculty members appointed by the dean and representing departments other than the one in which the disputed grade was awarded and three students appointed by the Committee on Committees of the Student Government Association.

a. This *ad hoc* committee will have 30 days from the date of its appointment to complete its work.

b. This committee shall operate within the guidelines set out for departmental *ad hoc* committees in 3.b. above.

c. All rulings made by this committee regarding procedural questions shall be final.

d. All documents related to the case shall be returned to the chairman of the originating department for departmental files.